

SONS OF VETERANS'  
GUIDE.

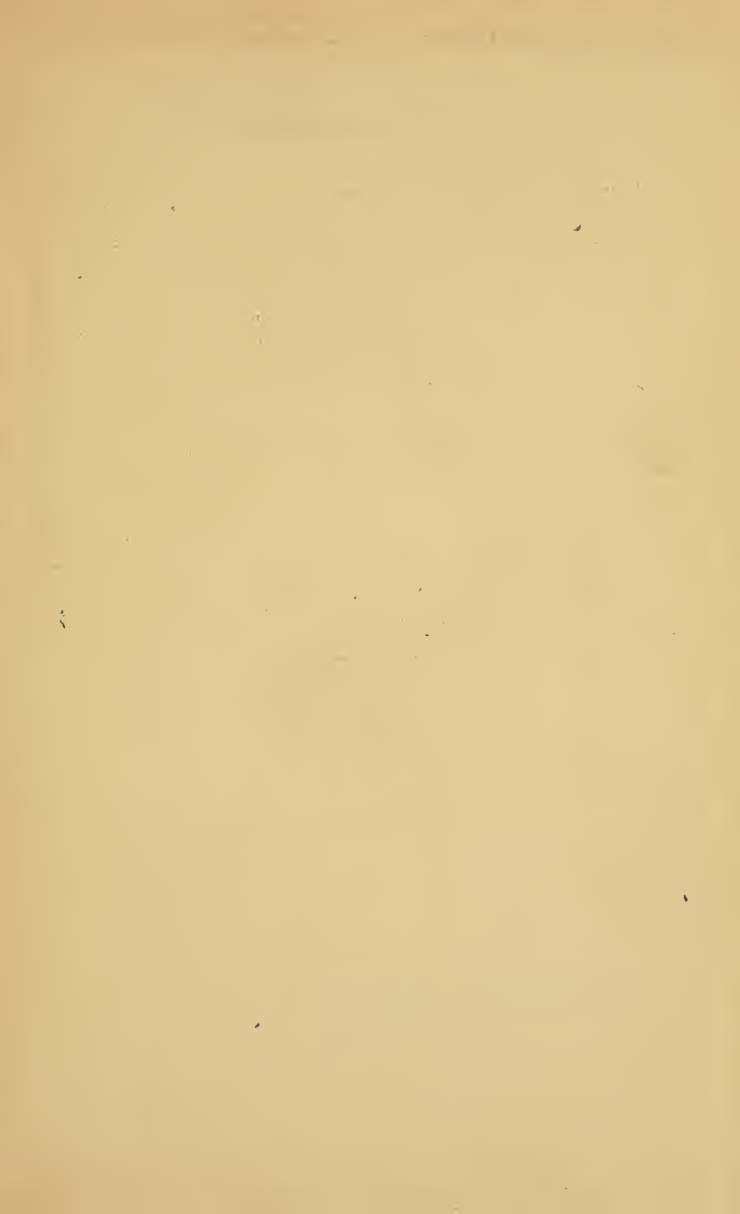
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SONS OF VETERANS' GUIDE

FOR

OFFICERS AND MEMBERS

OF THE

SONS OF VETERANS', U. S. A.

AND

LADIES' AID SOCIETIES

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SECOND EDITION.—REVISED

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BY

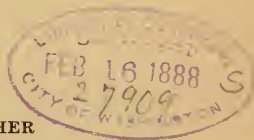
COL. EDWARD K. GOULD

PAST COMMANDER, DIVISION OF MAINE

ROCKLAND, MAINE

EDWARD K. GOULD, PUBLISHER

1888.



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## PREFACE.

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THE flattering reception accorded the first edition of the GUIDE, and the continued demand for the same, has led the author to prepare and present this edition to the Order. The book, as revised, has grown to respectable proportions, in keeping with the rapid progress and development of all departments of the Sons of Veterans' and the Ladies' Aid Societies; and it is hoped that it will fully meet all the demands and wants for which it is intended. Every chapter has been carefully revised, and much new matter added thereto. The chapters on The Camp, Camp Records, The Division, Division Records, The Commandery-in-chief, Inspections, Muster of New Camps, and West Point, make their first appearance in this edition. The author is under many obligations to Gen. George B. Abbott, Commander-in-chief; Brig. Gen. C. J. Post, Adjutant-General; Col. Frank McCrillis, Commander of the Illinois Division, and Col. Charles H. Rice, Past-Commander, Division of Maine, for valuable assistance in the preparation of this volume.

# *SONS OF VETERANS' GUIDE.*

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## CHAPTER I.

### THE CAMP.

1. CAMPS are formed by authority of the Division Colonel, acting by direction of the Commander-in-Chief, on application of not less than ten eligible persons. Chap. II, Art. I, Sec. 1.

2. No Camp shall be recognized by the Sons of Veterans unless acting under a legal and unforfeited charter. Chap. II, Art. I, Sec. 1.

3. A Camp cannot surrender its charter, so long as ten members demand its continuance.

4. In order to surrender the charter, a proposition to that effect must be made at least four weeks previous to action, and due notice given to each member. Chap. II, Art. I, Sec. 2.

5. The rank of Camps is determined by date of charter. Chap. II, Art. I. Sec. 3.

6. Cannot surrender charter for a limited period

7. May forfeit charter by failure or neglect to hold monthly meetings.

8. Consent of Camp not necessary for the organization of new Camp in the same town.

9. Each Camp to have appropriate name and number, but no two Camps of same Division are allowed to use the same name and number. Chap. I, Art. IV, Sec. 1.

10. Applications for membership to be made at *stated* meetings of Camp. Chap. II, Art. II, Sec. 2.

11. Investigating Committees report in *writing* on applications for membership at *subsequent* meeting, unless dispensation is granted by Colonel. Chap. II, Art. II, Sec. 2.

12. Rejected applicants forever after ineligible for admission to any other Camp, without the consent, by three-fourths vote, of Camp rejecting. Chap. II, Art. II, Sec. 5.

13. Rejected applicants cannot be admitted to the Camp rejecting until six months thereafter. Chap. II, Art. II, Sec. 5.

14. If Candidates fail to present themselves for muster within three months from date of election, it is void, and they forfeit the fees paid. Chap. II, Art. II, Sec. 7.

15. The Colonel may, however, grant a dispensation to above rule.

16. Shall not divulge the cause or means of rejection of an applicant for membership.

17. May, at the request of a Brother, inquire into his character, and read the evidence to the Camp.

18. Cannot act on *verbal* report of investigating committees.

19. Where such committees have not seen the candidate, but report, and a ballot is had, action is void.

20. Camp is not debarred from a true expression of their opinion by the negligence of an investigating committee.

21. Cannot give consent to the withdrawal of an application after committee has reported thereon.

22. A Camp may admit or re-admit a Brother with a valid transfer, by three-fourths vote. Chap. II, Art. III, Sec. 1.

23. He may also be a charter member of a new Camp.

24. Cannot impose any restriction upon the right of a Brother to demand a transfer card, in the form of a fee or otherwise.

25. A vote of the Camp instructing Captain *not* to grant a transfer is void.

26. Application for transfer card must be made to the Captain *in writing* at a stated meeting of the Camp. Chap. II, Art. IV, Sec. 2.

27. A Camp giving relief to a needy visiting Brother, must endorse the same on his leave of absence, and notify his camp. Chap. II, Art. IV, Sec. 1.

28. Application for an Honorable Discharge can be made by any Brother in good standing, to the Captain of his Camp, at a stated meeting of the same, but he shall receive the same at some *subsequent* meeting. Chap. II, Art. IV, Sec. 3.

29. Honorably discharged brothers may be re-admitted on application duly made to any Camp, and balloted upon, by taking anew the obligation. Chap. II, Art. IV, Sec. 3.

30. When a Camp surrenders charter, all members in good standing entitled to transfer card from Colonel. Chap. II, Art. IV, Sec. 4.

31. Stated meetings of the Camp shall be held at least monthly. Chap. II, Art. V, Sec. 1.

32. In Captain's absence, next in rank assumes command. In absence of Captain, First and Second Lieutenants, the Senior Past Captain present presides, and should no Past Captain be present. the Camp chooses a Captain *pro tempore*. Chap. II, Art. V, Sec. 1.

33. Special meetings are convened by Captain at his own discretion, or on written application of not less than six members. Chap. II, Art. V, Sec. 2.

34. The call for a special meeting must specify the business to be transacted, and no other can be transacted. Chap. II, Art. V, Sec. 3.

35. Stated and special meetings having closed

cannot be re-opened except by general consent, and before any member has left Camp room. Chap. II, Art. V, Sec. 4.

36. Appropriation of money or Camp property cannot be made at special meetings. Chap. II, Art. V, Sec. 5.

37. Seven members in good standing constitute a quorum at stated and special meetings. Chap. II, Art. V, Sec. 6.

38. Nominations for officers are to be made at least one stated meeting prior to election. Chap. II, Art. VII, Sec. 1. But this does not prevent nominations from being made two or three weeks prior provided due notice is given.

39. The annual election takes place at last stated meeting in December, and the installation occurs on first stated meeting in January. Chap. II, Art. VII, Sec. 1.

40. Majority of all votes cast necessary to a choice of officers. Chap. II, Art. VII, Sec. 1.

41. Vacancies may be filled at any stated meeting, notice being given one stated meeting prior. Chap. II, Art. VII, Sec. 2.

42. A Camp cannot accept the resignation of the Captain, First or Second Lieutenant. The acceptance is by the Colonel.

43. Transaction of Camp void when done under

a Captain *pro tempore* not a member of the Camp.

44. Cannot install officers in December.

45. Where the decision or action of the Captain is in violation of the Constitution, Rules and Regulations, a vote of the Camp to sustain him does not cure his error.

46. May provide by By-Law that officers absenting themselves from meetings shall be punished by fine.

47. May impose fines by By-Laws for neglect of duty on the part of officers, special committees or members. Chap. II, Art. XI.

48. All elections of officers and representatives must be conducted as provided in Chapter II, Art. XII.

49. Discussion of Politics and Religion forbidden in Camp room. Chap. II, Art. XV.

50. No Officer or Past Officer shall affix his *official* signature to a recommendation or application for political position. Chap. II, Art. XVI.

51. May establish Relief Fund for assistance of needy soldiers, sailors and marines, and their widows and orphans. Chap. II, Art. XVIII.

52. May adopt By-Laws not inconsistent with Constitution, Rules and Regulations, subject to the Colonel's approval. Chap. II, Art. XIX.

53. Entitled to one representative and alternate

in Division Encampment for every 100 members in good standing, and an additional one for a final fraction of more than one-half that number. Each Camp however is entitled to one representative, whatever its number may be. Chap. III, Art. II, Sec. 1, Clause 4.

This clause is not thoroughly understood and appears to be awkwardly drawn. 100 members in good standing constitute the unit of representation of a Camp in the Division Encampment, and a final fraction of more than half the unit—that is, more than 50 members—shall count as 100. Every camp would, therefore, be entitled to one representative; and if composed of between 51 to 150 members as 100, every 151 to 250 as 200, etc. Should a Camp, number 151 they would be entitled to one representative and an additional one for the 51 members, which is a final fraction of more than half of one hundred.

54. Camps must pay charter fee to Division of not less than \$10 nor more than \$15. Chap. VI, Art. I, Sec. 1.

55. Camps on surrendering charter must turn over to the Division Adjutant all books of records, Orders, Rituals and Camp papers belonging to it. Chap. VI, Art. 1, Sec. 3.

56. Camp charters can be suspended or an-

nulled by Commander-in-Chief on recommendation of Colonel. Chap. VI, Art. I, Sec. 4.

57. Shall be assessed by Division Encampment, a *per capita* tax not exceeding 50 cents on each and every member in good standing. Chap. VI, Art. III, Sec. 2.

58. A Camp, in arrears for reports or dues not allowed representation in Division Encampment until same are forwarded. Chap. VI, Art. IV, Sec. 2.

59. Camp may elect by two-thirds vote a G. A. R. Advisory Committee of five comrades in good standing, and Diplomas shall be issued to them by the Commander-in-Chief.

60. Continued absence and neglect sufficient cause to remove a member of above Committee, subject to two-thirds vote, after a respectful notice to delinquent. Chap. VI, Art. XII, Sec. 2.

61. A Camp should have two flags—the first a National color, the second a Camp color as described in Chapter VI, Art. XIII, Sec. 2, Rules and Regulations.

62. The Camp Seal consists of the crest of the Coat of Arms surrounded by thirteen stars, and under the roll shall appear, in Roman numerals, the year of the organization of the order (to wit 1881). The whole shall be surrounded by the words “——— Camp, No.——, Sons of Veterans,” and the loca-

tion, town or city, and State, shall be added to the same. Chap. VI, Art. XV.

63. May fix admission fee of not less than \$1.50 including Badge and also the annual dues.

64. May exclude suspended member from meetings of the Camp.

65. Cannot reinstate a former brother who had been dropped for arrearages, and who died after his name had been dropped.

66. Cannot remit the dues of a dropped member.

67. Cannot use Camp funds to reinstate a member.

68. Cannot order the publication of any sentence of a Court Martial.

69. Where the Constitution, Rules and Regulations are silent, may provide by By-Law.

70. Cannot hold "executive sessions."

71. Has no executive power.

72. Cannot exclude Division officers.

73. May consult its own convenience in regard to admitting Brothers from other Camps, with due regard for the principles of courtesy and fraternity.

74. Supplemental reports should be made, showing what number have been reinstated, and the quarters for which dues have been paid to the Camp.

75. The Colonel or Commander-in-Chief cannot

grant a "Roving Charter," a Camp must be located.

76. Must have a regular and uniform Initiation Fee, and cannot establish different fees for different applicants.

77. Cannot levy an assessment on members for burial purposes.

78. Organized after the third quarter of the year entitled to representation in the Division Encampment.

79. Cannot change records except to correct errors.

80. The official Camp Ribbon, to be worn on badge of Captain, First and Second Lieutenant, is of a blue center and a red, white and blue border, same as is now worn. Chap. VI, Art. XI, Sec. 5.

81. Any person who has ever borne arms against the government of the United States not eligible to membership.

## CHAPTER II.

### CAMP OFFICERS.

1. ELECTED OFFICERS.—Captain, First Lieutenant, Second Lieutenant, Camp Council, Delegate and Alternate.

2. APPOINTED OFFICERS.—Chaplain, First Sergeant, Quartermaster Sergeant, Sergeant of the Guard, Corporal of the Guard, Camp and Picket Guard.

3. DUTIES OF CAPTAIN.—The Captain shall preside at all meetings of the Camp and shall preserve order and decorum therein. He shall enforce a strict observance of the Constitution and By-Laws and all orders from proper authority. He shall decide all questions of order without debate, subject, however, to an appeal to the Camp. It shall be his duty to detail all officers and appoint all committees not otherwise provided for, sign all orders, or requisitions made on the Quartermaster Sergeant or Camp Council for appropriations of money or any property of the Camp, and perform all other duties pertaining to his office.

At all elections the Commanding officer shall act as judge, and he shall appoint as tellers, two mem-

bers who are not candidates to assist him. Sec. 1, Art. VIII., Chap. II.

4. Shall appoint the Chaplain, the different Sergeants, the Corporal of the Guard, a Camp and Picket Guard. Sec. 3, Art. VII., Chap. II.

5. Is member of Division Encampment. Sec. 1, Art. II., Chap. III.

6. Issues credentials to representatives, forwarding copy to Adjutant immediately after election. Sec. 3, Art. II., Chap. III. Blanks should be furnished from Division Headquarters.

7. Holds in trust the Bond of Quartermaster Sergeant and members of Camp Council. Sec. 6, Art. VII., Chap. VI.

8. May be suspended from office by Division Commander when charges are preferred against him. Sec. 7, Art. VI., Chap. VI.

9. Can only be tried by court-martial appointed by Division Commander. Sec. 3, Art. VI., Chap. VI.

10. Must forward to Division Headquarters full proceedings of Camp Court-martial where the sentence is dishonorable discharge, but may confirm or disapprove sentences of lighter degree. Sec. 6, Art. VI, Chap. VI.

11. May call special meetings. (See Camp.) Sec. 2, Art. V., Chap. II.

12. Shall appoint all special committees. Art. XIII., Chap. II.

13. Insignia of rank of Captain is two bars on blue field of rank strap. Clause 3, Sec. 1, Art. X., Chap. VI.

14. Past Captain, who has served full term or to the end of an unexpired term, entitled to wear Iron Cross of the Order, attached to Camp ribbon Sec. 3, Art. XI., Chap. II.

15. Forwards names of Advisory Committee through Division Headquarters to Commander-in-Chief. Sec. 2, Art. XI., Chap. VI.

16. Must forward name of rejected applicant to Division Headquarters, together with date of rejection. Sec. 6, Art. II., Chap. II.

17. Must forward reports of First and Quarter master Sergeants to Division Adjutant on the FIRST DAYS OF JANUARY, APRIL, JULY AND OCTOBER Sec. 1, Art. II., Chap. VI.

18. Shall forward with the reports the Division tax on the members reported in good standing. Sec. 3, Art. III., Chap. VI.

19. Is chairman of Visiting Committee. Art. XIII., Chap. II.

20. May order courts-martial for trial of offenders in his jurisdiction. Sec. 3, Art. VI., Chap. VI.

21. May grant Leaves of Absence, Transfers,

and Discharges to brothers. Sec. 1-3, Art. IV., Chap. II.

22. It is the duty of Captain to transfer or discharge a Brother in good standing on application.

23. When the Constitution, Rules and Regulations are silent, and the Camp has not provided by By-Law for making appointments, Captain shall detail or appoint.

24. When charges are preferred, should be suspended from official duties.

25. Has no power to pardon a brother sentenced by court-martial.

26. Has no power to suspend a member of his Camp, against whom charges have been preferred before the decision of the case.

27. When charges are made to Colonel that the election of a Captain is illegal, installation may be postponed.

28. Cannot turn over his command to a brother not a member of his Camp. If he does, proceedings are void.

29. Should decide points of order arising in a Camp meeting.

30. Decisions of, may be over-ruled by the Colonel without an appeal having been taken.

31. Cannot call in question the standing of a Charter member.

32. May detail officers in absence of Lieutenants.

33. May communicate the countersign to a Brother in good standing, either at a meeting of the Camp or outside of Camp.

34. Cannot, on his own option, order Brothers to attend a funeral of other than brothers of the Order in good standing.

#### GENERAL INSTRUCTIONS.

The Captain should be familiar with the Rules and Regulations, and with common parliamentary law ; also the Rules of Order.

The Ritual should be memorized thoroughly.

The officers and guard should be drilled in the muster-in services in the intervals of Camp meetings until perfect, and each officer should be prepared to act for the next highest officer in his absence.

Errors in the instruction of a recruit should not be publicly corrected, unless absolutely necessary, and then the instruction will be communicated by the Captain in a low tone to the officer in fault, and care taken that the error be not repeated.

The Captain is responsible for the discipline of the Camp when in session or on parade.

He will receive and respond to the proper salutations of members. If his attention be momentarily

withdrawn, brothers must wait respectfully, and not call attention by rudely stamping the feet.

The General Orders, etc., received by the Captain from Headquarters are Camp property, and after being read to the Camp, on the meeting next after their receipt, will be properly filed and kept accessible to members.

In accordance with military usage, the Captain will conduct correspondence with Division Headquarters.

**FIRST AND SECOND LIEUTENANTS.** The First Lieutenant and Second Lieutenant shall assist the Captain in preserving order and decorum in the Camp, and shall perform such other duties as are required of them by the Constitution and Ritual of the Order. The inner door of the Camp shall, under orders of the Commanding Officer, be in the special charge of the First Lieutenant. Sec. 2, Art. VIII., Chap. II.

**CHAPLAIN**—The Chaplain shall assist in conducting the ceremonies prescribed by the Work of the Order: he shall officiate at the opening and closing of the Camp, and perform such other duties as are required of him. Sec. 3, Art. VIII., Chap. II.

**FIRST SERGEANT.**—The First Sergeant shall keep an accurate record of all proceedings of the Camp, which shall be read in full at the succeeding

meeting, and having, if necessary, been corrected, and duly approved. He shall attest, with or without the seal of the Camp, all notices, orders, requisitions and other documents and papers of the Camp; shall notify all candidates of their election, and shall make out for the Camp Commander all reports, returns, and other papers required of him.

2. He shall keep in books properly prepared.

1. The Constitution, By-Laws, and Rules of Order of the Camp, the same to be subscribed to by every candidate on his becoming a member.

2. A Descriptive Book, containing the full name, age, residence, date of application, acceptance, and muster of each member, the facts upon which his right to membership is based, and name of father from whom eligibility is derived, giving in concise form a brief but complete history of the case.

3. A Journal of the proceedings of the Camp after the same shall have been corrected and approved.

4. An Order Book, in which shall be entered all orders and circulars of the Camp Commander.

5. A Requisition Book, to pay bills, and he shall draw requisitions on the Quartermaster Sergeant for all amounts to be expended by the Camp, and submit the same to the Commanding Officer for his approval.

6. A Black Book, in which shall be recorded the names of all rejected candidates and all dishonorably discharged members, giving in each instance the date and a concise history of the case.

3. The First Sergeant shall perform such other duties as pertain to his office, and on his retirement from the same, shall promptly and without delay, transfer to his successor, who shall receipt for the same, the seal of the Camp, and all books, papers, blanks, and other property of the Camp in his possession.

4. The efficiency of the Camp depends largely on the manner in which this officer discharges his duties, and Captains cannot exercise too much judgment in choosing a brother for this important office.

5. He should be able to refer promptly to the records of preceding action of the Camp, to communications and orders received.

6. The JOURNAL should be ruled down the outer margin of each page, leaving one and one-half inches of space to index the headings of each item of business.

7. The minutes should not be entered on the JOURNAL until after they have been read to the Camp for correction.

8. When the minutes are read, the Captain will

say: "If there is no objection, the minutes will stand approved as read." "They are so approved."

9. These minutes should recite in detail the ACTION of the Camp.

10. The name of the proposer of any business should always be given.

11. The substance of remarks or discussions need not be noted unless especially required.

12. Lengthy communications or reports need not be entered in full unless so directed, but a brief synopsis of each should be given, and the papers then numbered and filed for reference.

13. Important and lengthy resolutions should be committed to writing by the proposer.

14. Resolutions accompanying a report should be entered in full.

15. The General Orders are to be read in place and then filed, unless action thereon is called for. Commandery and Division orders should be preserved in BINDERS for handy reference and as Camp property.

16. The First Sergeant details the guards under orders of the Captain.

17. Gives two weeks notice of annual election of officers and that all brothers six months in arrears will be prohibited from voting. Art. XII., Chap. II. Same rule applies when vacancies are to be filled.

18. Makes out quarterly returns for Captain.

19. Insignia of rank is chevron of blue silk, worn on arm above the bend of the elbow, and consists of three stripes in the form of a V, with a lozenge in the angle, same as worn in the service of 1861-1865.

20. Not entitled to wear Camp ribbon, wears ribbon of general membership—red, white and blue.

QUARTERMASTER SERGEANT.—The Quartermaster Sergeant shall hold such of the funds of the Camp as are required for its more immediate use. He shall hold and have the general charge of the other property of the Camp, not otherwise provided for; shall fill all requisitions drawn by the First Sergeant and approved by the Camp Commander; and he shall not pay out any money except upon requisition in due form from the First Sergeant, countersigned by the Commanding Officer, AND A RECEIPT UPON THIS REQUISITION shall be his voucher of authority and disbursements; shall keep the accounts between the Camp and its members; shall collect all moneys due the Camp, giving in all cases receipts therefor; shall notify all members in arrears; shall furnish the First Sergeant with the receipts prior to the close of each meeting; and at the next stated meeting after the close of each month, render to the Camp a detailed account of

the transactions of the month, and the money balance in his hands. He shall perform all such other duties as pertain to his office, and on his retirement from the same, shall promptly turn over and deliver to his successor, who shall receipt for same, all the funds, books, papers, and other property of the Camp in his possession. Sec. 6, Art. VIII., Chap. II.

2. Shall make the quarterly reports, for the Captain, of state of the finances, etc. Sec. 5, Art. II., Chap. VI.

3. The Q. M. S. requires a Cash Book, Ledger and Receipt Book.

4. On the CASH BOOK should be noted each payment as made, and the entries should be read to the Camp before adjournment to allow corrections.

5. The RECEIPT BOOK should also carry forward on the stubs the total receipts, etc.

6. The REQUISITIONS or ORDERS, duly receipted by the party to whose order they are drawn, are his vouchers for payment, and the total of these deducted from the receipts, gives the balance of cash on hand.

7. Some pages of the CASH BOOK should be ruled for a summary of Disbursements, giving No. of Requisition, date, for whom drawn, for what account, and amount, so as to be always ready for reference.

8. The Q. M. S. should fill out the receipts as payments for dues are made by brothers, and entered in the CASH BOOK. (*See Camp Records.*)

9. Quartermaster Sergeants are required to give BONDS for the faithful performance of their duties, Sec. 1, Art. VII., Chap. VI.

Too great importance cannot be given to this matter. Instances are on record where Q. M. Sergeants have absconded with the funds and left the Camp in jeopardy.

Camps of the Sons of Veterans, unincorporated, cannot bring suits against defaulting officers, except in an indirect and troublesome manner. The LAW, as applicable to such institutions in each State, should be carefully examined by the Judge-Advocate in each Division, in order that a bond may be provided that will stand legal tests, and forms be then printed and issued to Camps.

GENERALLY, the bond of an officer re-elected, which is not renewed for each term, is void.

10. The Color Sergeant is under the order of the Quartermaster Sergeant. Chap. II., Art. VIII., Section 7.

11. The Principal Musician is also under his direction. Chap. II., Art. VIII., Sec. 8.

12. Shall prepare alphabetical list of all brothers entitled to vote, at least one week prior to an

election, one or more of the Camp Council shall assist him. Chap. II., Art. XII.

13. The Insignia of Rank of this officer is the chevron used in the service 1861 to 1865, and consists of three blue silk stripes, with three horizontal bars at top, in shape of V, worn at the bend of the elbow.

14. Wears the membership ribbon of red, white and blue.

15. May make the entry of "Suspended" or "Dropped" members without action of Camp.

COLOR SERGEANT.—The Color Sergeant of the Camp shall, under the direction of the Q. M. Sergeant, have charge of and be responsible for the preservation and safe keeping of the several flags and colors of the Camp. Sec. 7, Art. VIII., Chap. II.

PRINCIPAL MUSICIAN.—The Principal Musician shall, under direction of the Quartermaster Sergeant, be responsible for the preservation and safe keeping of the fifes, drums, bugles and other property of the Corps. Sec. 8, Art. VIII., Chap. II.

SERGEANT OF THE GUARD.—The Sergeant of the Guard will see that the Camp room is in proper condition and order for the transaction of business.

2. He will examine, prepare and introduce all

recruits, and instruct them in the unwritten work, which should be carefully memorized, and be given clearly and plainly.

3. He will have charge of the ballot-box during the election of members, presenting the same to the Captain for his announcement of the result.

CORPORAL OF THE GUARD.—The Corporal of the Guard assists the Sergeant of the Guard in the performance of his duties.

Under direction of the Commanding Officer, he inspects the Guards and reports the result of said inspection to him.

CAMP COUNCIL.—The Camp Council shall be charged with the general care and supervision of the investment of the surplus funds of the Camp, and shall be responsible for and look after all its material welfare. It shall be their duty to devise and recommend measures for preserving and increasing the funds of the Camp; to make its investments, leases and other contracts; secure a place of meeting; settle and dispose of all disputed accounts between the Quartermaster Sergeant and members of the Camp; examine and pass upon all accounts and bills incurred by any officer or committee of the Camp; examine the books, vouchers and other papers of the different officers at their pleasure, and all books and accounts shall be open to the inspec-

tion of the Camp Council on demand. The Camp Council shall keep a record of their proceedings, and at the end of each three months shall render a full and complete report in writing, showing their transactions and the financial condition of the Camp.

2. The best interests of a Camp require, that before the close of each quarter, the Camp Council should carefully examine the books and vouchers of the Quartermaster Sergeant, the records of the First Sergeant, inquire into the responsibility of the bondsmen of the Q. M. Sergeant, and pass upon the account of each brother with the Camp, and make recommendations as to who are in arrears, and should be suspended or dropped.

3. The Camp Council shall severally and jointly give bonds for the faithful performance of their duties. Sec. 2, Art. VII., Chap. VI.

4. No change should be made by the Camp Council in any investment of the Camp Funds, or in the title to Camp property, or any money paid therefrom, without the concurrence in writing of all the Councilors.

5. The Q. M. Sergeant shall turn over to the Camp Council such property and funds of the Camp as the Camp by vote may direct.

6. One or more of the Camp Council shall assist the Q. M. Sergeant in making up the Poll List. Art. XII., Chap. II.

7. Must be in session on night of election of officers. Art. XII., Chap. II.

8. The attention of members of the Council is called to the article on Auditing Accounts. In order to properly discharge their duties, they should be perfectly familiar with the duties of the Quartermaster Sergeant, and to this end a careful study of his duties as laid down in this work is advised. (See "*Camp Records*," also "*Q. M. Sergeant*.")

## CHAPTER III.

### CAMP RECORDS.

THE records of the Camp are kept by the First and Quartermaster Sergeants, and the books necessary for this purpose have been enumerated under the duties of the above-named officers.

THE JOURNAL should contain a brief history of the proceedings of each meeting, and to assist First Sergeants in properly keeping the name, the following form is given :

Headquarters\_\_\_\_\_Camp, S. of V.

\_\_\_\_\_188\_\_\_\_\_

Camp met in G. A. R. Hall, and opened in due form at 8 o'clock P.M.; Captain A. B. in the chair.

Officers absent at Roll Call: First Lieutenant C. D., and Chaplain E. F.

Details: Acting First Lieutenant G. H.; Acting Chaplain I. J.

Records of the last meeting read and approved.

(Records of last meeting read and approved after making the following amendment: "The Color Sergeant came in and assumed his official position," after reports of committees, etc.)

Brother H. I. reported sick, and the Visiting Committee was instructed to visit him.

Comrade B. A. of the G. A. R., was also reported in need of assistance, and the Visiting Committee was ordered to visit and assist him.

Captain A. B., Chairman of the Visiting Committee, reported that the committee had visited Brother G. E., reported sick at the last meeting, and found him improving in health and in need of no assistance.

On motion of Bro. H. J., the report was accepted.

Bro. J. K., from committee appointed to investigate the application of R. S. for membership, reported favorably on the same.

On motion of Brother C. D., the report was accepted, and the Camp proceeded to ballot on the application.

The result of the ballot being favorable, R. S. was elected, and was there introduced and duly mustered.

(If the applicant be not present, the First Sergeant should send him notice of his election, and if he does not present himself for muster within three months, the election will be void, and all the moneys paid for muster fee forfeited to the Camp.)

The application of K. C. for membership, was then read and referred to Brothers C. D., E. F. and G. H., for investigation.

A recess was declared for the collection of dues.

Meeting called to order, and General Orders, No. 7, Headquarters Commandery in Chief was then read and placed on file.

The bill of C. D., of \$6.00, for services as janitor, was also read, and on motion of E. F., ordered paid when approved by the Camp Council.

On motion of Brother R. V., the following was unanimously adopted:—

*Resolved*, That the thanks of this Camp are due and are hereby given the Ladies' Relief Corps for the assistance rendered at our late entertainment.

*Resolved*, That the First Sergeant be and hereby is instructed to furnish the Relief Corps with a copy of these resolutions.

Receipts of the evening, \$3.75.

Meeting closed in due form at 9.30 o'clock, P.M.

J. A. K., First Sergeant.

APPLICATIONS FOR MEMBERSHIP when received by the First Sergeant, should be read by him in Camp, after which the Captain should appoint an Investigating Committee thereon, of which the brother recommending the applicant shall not be a member, and endorse the names of the committee on the back, together with date of appointment. The First Sergeant shall then deliver the application to the chairman of said committee, and the same shall be thoroughly investigated, special at-

tention being paid to the applicant's character, his father's service, and if he were *honorably discharged* therefrom; also ascertain if he has ever borne arms against the Government of the United States. If evidence appears that the applicant himself has ever borne arms against the United States Government, or has ever been convicted of an infamous crime, he should be rejected. The committee should report by endorsement on the applications at the *next* meeting after appointment, unless a dispensation has been granted by the Colonel permitting them to report on the same evening. If the application be rejected, it should be entered on the Black Book and reported to Division Headquarters in the next quarterly report. Should the result of the ballot be favorable, the First Sergeant should endorse on the application, "*Elected — 18 —*," and when mustered, "*Mustered — 18 —, No. on Descriptive Book—*." After the applicant is mustered, the application should be entered in the Descriptive Book, *and not before*, and should be placed on file for future reference. The First Sergeant should insist on having all applications for membership full, complete and accurately made out in *ink*.

THE DESCRIPTIVE BOOK should contain a concise history of each member, and of his father. Each name as it is entered, should be numbered in consecutive order. The name of the brother and

his father should be entered in full, and initials should be avoided as much as possible. That is, never enter a name J. P. Brown or T. R. Smith, but John P. Brown or Thomas R. Smith.

Ditto marks are prohibited in the military service, and they should not be used in the Descriptive Book.

After once entering the name and history of a recruit in the Descriptive Book, and after the same has been reported to Division Headquarters in the quarterly returns, never change or transpose the same without notifying the Adjutant of your Division of the exact alteration. If you do not do this it will create confusion in the Division records and lead to much trouble. For instance, you enter the following on your Descriptive Book: *No. 5, James R. Havens; Age 21; Residence Rockland; Birth-place, Boston, Mass.; Father's Name, Edward J. Havens,*" etc., etc., and you report the above in your quarterly returns to the Adjutant, who enters the same on the Division Descriptive Book. After this, perhaps you have got a new Descriptive Book, and have transferred the names and descriptions from the old to the new book, and rearranged them. In your new book you number James R. Havens 25, while in the old book and in the Division Descriptive Book he is numbered 5. You do not notify the Adjutant of this change. The time

comes when the brother is suspended, you report him suspended on your quarterly returns as follows: "*No. on Descriptive Book, 25; James R. Havens; Suspended for Non-Payment of Dues.*" The Adjutant takes your report, looks at the number you give, turns to the roster of your Camp in his Descriptive Book, and looks for the number which is the index to the name. No. 25 is the number of John Jones; and the Adjutant is obliged to go over the entire list of your Camp in order to find James R. Havens, while if you had given the correct number, 5, he could have turned to it at once. Should your Camp number seventy-five or a hundred members, and the Adjutant have twenty-five or thirty such reports to enter on his book, you can readily estimate what a large amount of unnecessary work you are causing him, for all these changes have to be entered on the Division Descriptive Book.

The same rule will apply to names. At the time of muster, you report this brother's name as James R. Havens, and when suspended you report him as J. R. Havens in your quarterly returns. A careful Adjutant will not jump to the conclusion that James R. Havens and J. R. Havens are one and the same person, but will run over the roster of your Camp to ascertain if there be a J. R. Havens and even if he finds none by that name, it may not

satisfy him that James R. Havens is the one meant, and he must write you to ascertain, for there may be a possibility of an omission to report the name when mustered. These cases frequently occur.

When a brother is suspended, write the following in pencil under the head of "Remarks," in your Descriptive Book: "*Suspended* — 188—," and when reinstated these can be erased. When a brother is dropped, honorably discharged, dishonorably discharged, transferred or is dead, write in red ink the words, "*Dropped*," "*Honorably Discharged*," etc., under the head of "Remarks," and draw a red line through the brother's name.

The fact of a brother being on a Leave of Absence should be noted in pencil under "Remarks," together with the date on which said Leave expires.

**THE BLACK BOOK.** The names of all brothers rejected or dishonorably discharged, and the date of said rejection and dishonorable discharge should be entered on the Black Book. This book and the record it contains is of more importance than is generally presumed, and should be as carefully kept as any of the other records.

**THE ORDER BOOK** is another book of importance to the camp. All orders of the Captain should be accurately copied in the same and *signed by the Captain*. This makes an authentic and permanent

record of all orders, and will prove important in many cases, especially in courts-martial, where orders are frequently introduced as evidence.

**REQUISITION BOOK TO PAY BILLS.** As bills are approved by the Camp Council, the chairman hands the same to the First Sergeant, who at once fills out an order in this book, carrying it out on the stub. After receiving the signature of the Captain, the First Sergeant tears out the order, leaving the stub on which is written the memorandum of the order, in the book, and presents the order, together with the bill, to the person to whom the amount of the bill is due, who should then receipt the bill, return the same to the First Sergeant to be placed on file by him. The person holding the Requisition should then present the same to the Quartermaster Sergeant for payment. In paying the same, the Q. M. Sergeant should take a receipt on the Requisition, which is of the same nature as bank checks. These Requisitions are legal vouchers for the expenditure of Camp Funds.

The following rule should be observed: The First Sergeant pays all bills with the Requisition, and keeps all of these bills, after being receipted, on file. The Quartermaster Sergeant cashes these Requisitions, when presented to him for payment, taking a receipt thereon, and keeping the same on file.

FILES. All letters and important communications should be kept in suitable files, numbered, and a brief statement of their contents noted on the back.

RETURNS. Immediately on receiving the blanks from the Adjutant, the Captain should turn the same over to the First and Quartermaster Sergeants, who should begin at once the preparation of their quarterly returns.

FIRST SERGEANT'S RETURNS. The First Sergeant will take from the Descriptive Book the names of all brothers who have been mustered into the Camp during the quarter. This can be ascertained by looking at the date of muster in the Descriptive Book. These should be copied on the return sheet under the head of "Muster Roll," etc., and the total number so entered should appear in the "Recapitulation" as "Gain, by muster in."

The names of all brothers mustered by the transfer should also appear in the Muster Roll, but the members so gained should be entered in the "Recapitulation" as gain by "Transfer."

The First Sergeant should then request the Quartermaster Sergeant to give him the names of all brothers reinstated on the payment of outstanding dues during the quarter. He will erase the word "*Suspended*" from his Descriptive Book,

when appearing against the names of brothers reinstated, and enter the names and the numbers, together with the cause of reinstatement, on his return sheet, under the head of "Gains During the Quarter from Suspended or Dropped," and enter the total number so reinstated in the Recapitulation after the words, "Gained by Reinstatement from Suspended or Dropped." First Sergeants must take particular notice not to fill this column out with those *mustered in* during the quarter, as is frequently the case. They should be entered on the "Muster Roll" and at no other place.

The Quartermaster Sergeant should then furnish the First Sergeant with a list of all brothers who have been *suspended for the non-payment of dues*. The First Sergeant will enter in pencil "*Suspended — 188—*," in his Descriptive Book, against the names appearing on the list, and shall transfer said names, together with their numbers, and cause of suspension, on the return sheet under the head of "Losses During the Term from all Causes," and will enter under the "Recapitulation," after the words, "Losses from Suspension or Dropped," the total number appearing on this list. Brothers who are one year in arrears in the payment of dues, shall be "Dropped," and they should be reported under this head in the same manner as the suspended.

The names of those who have died, or who have been honorably or dishonorably discharged, with number on Descriptive Book and cause, should be entered under "Losses During the Term from all Causes," and the total number should be entered under the "Recapitulation," in their appropriate places.

The copy of the last report made to Division Headquarters, should then be examined to ascertain the "number in good standing upon which per capita tax is due," and this number should be placed at the head of the "Recapitulation," after the words, "number of members in good standing at date of last report."

The figures under the "Gain" column in the Recapitulation should then be added. That is, those gained by Muster, Transfer and Reinstatement. This will make the total gain, which added to the number in good standing at date of last report, will make the "Aggregate."

Next add your "Losses" column; that is, the figures appearing after the words, "By Death," "By Honorable Discharge," "By Transfer," "By Suspended or Dropped," "By Dishonorable Discharge," and you have your total loss, which subtracted from the "Aggregate," gives the "number remaining in good standing upon which per

capita tax is due." This number you will give the Quartermaster Sergeant, who will enter the same on his report at the proper place.

Under the head of "Roster of Officers" on the return sheet, give the name and number of your Camp, and the Division to which it is attached; also the town or city in which it is located. Then give the name and address of the Captain, First Lieutenant, Second Lieutenant, First Sergeant and Quartermaster Sergeant. Give the town in which your hall is located, and the street and number of your place of meeting, and also your night of meeting.

Sign the return, affix the Camp Seal, and present the report to the Captain on the last night of meeting in the quarter, and then your duty is performed.

Captains should always acknowledge the receipt of General Orders, Blank Reports and other matter and communications from Headquarters.

THE QUARTERMASTER SERGEANT'S RETURN is so simple, that it needs no explanation to make the same out properly. Any intelligent person can easily master the same after a few moments' study.

CASH BOOK. Cash received from all sources should be entered on this book, as well as the cash paid out. The following form is given to all new officers:

## CASH BOOK.

## CASH RECEIVED.

Date, 1887.	NAME.	Ledger Page.	Must- er Fees.	Dues.	Sup- plies.
Oct. 7	George Brown	14	2 00	50	
" 12	John Jones (Cap)	-			1 75
" 13	William Davis	13		50	
" 13	John Jones	15		50	

## CASH PAID OUT.

Date.	No. of Req.	To Whom Paid.	Am't.
Oct. 13	52	William Bryant	10 15
" 15	53	B. H. Beal, Post No. 12.	12 50
Dec. 31	54	Me. Div. S. of V.	4 87

Each expenditure on the Cash Book should be supported by a proper voucher (Requisition from the Captain and First Sergeant), and in the above form of Cash Book, orders should be on file in favor of William Bryant, B. H. Beale, Post No. 12, and Maine Division, Sons of Veterans, so that when the books are examined by the Camp Council, as they should be at least once every three months, every cent expended will be accounted for.

The cash on hand added to the amount of the Requisition for money paid, should always agree with the total of cash received.

Supplies should only be sold for cash.

THE LEDGER should contain the accounts between the Camp and its members.

On the first day of each quarter, each member should be charged on the Ledger with one quarter's dues, and when paid should be credited in the next column.

New members are charged with the roster fee (which, by the Camp Constitution, should not be less than \$1.50, including the badge), and credited for the same.

The following form is given for your guidance:—



As has been stated before, all receipts of cash should be entered in the Cash Book.

Each brother should be credited on his Ledger account with all payments for muster fees and dues, and the number of his Ledger page should be entered in the Cash Book opposite the item paid by him.

Credit a brother *at once* on the Ledger when he pays his dues, giving him a receipt, then you will make no mistakes, and consequently no trouble will follow.

**BALANCES.** The Cash Book should be figured in pencil for the monthly reports of the Camp, and balanced at the end of each quarter. Ledger accounts should be balanced at the end of each year.

Never pay a bill from the Camp funds until a Requisition, properly made out and signed, is presented to you for the amount.

Have your return to Division Headquarters ready by the last meeting in the quarter, and present the same, together with the per capita tax, to the Captain, who should forward the same at once.

Make out all requisitions for supplies on the Division Quartermaster, and present the same to the Captain for his signature, then forward the same accompanied by cash and a Requisition for

money payable to the Quartermaster, to be endorsed by him and returned.

All funds forwarded by mail, should be sent by post-office or express order, check or draft, payable to the Quartermaster of your Division. Postal notes are no safer than bills, and you send them at your own risk.

You should keep constantly on hand an accurate schedule of all Camp property.

## CHAPTER IV.

### CAMP BY-LAWS.

IN response to frequent enquiries, the following set of By-Laws is given to aid Camps in formulating and adopting a good code :—

## ARTICLE I.

### TITLE.

This Camp shall be called and known as ——  
CAMP, NO. —, DIVISION of ——, SONS of  
VETERANS, U. S. A.

## ARTICLE II.

### MEETINGS.

SECTION 1.—The stated meetings of this Camp shall be on —— evening of each week.

SECTION 2.—The hour of assembly shall be 7.30 o'clock p.m., from September 1st to April 1st, and 8 o'clock p.m., the remainder of the year.

SECTION 3.—At the last stated meeting in December the officers shall make their annual reports for the information and action of the Camp.

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ARTICLE III.

## FEES AND DUES.

SECTION 1.—The fee, for muster-in to this Camp shall be two-dollars, to include the Membership Badge, which sum shall accompany the application, and in case of rejection shall be returned to the applicant.

SECTION 2.—Each member joining by transfer card shall pay a fee of one dollar.

SECTION 3.—The quarterly dues of each member, except as specified in Article IX., Section 1, shall be fifty cents, due and payable to the Quartermaster Sergeant in advance, at the beginning of each quarter.

SECTION 4.—Brothers joining by muster or transfer shall not be taxed until the beginning of the next quarter thereafter.

SECTION 5.—The quarters, for the payment of dues, etc., shall begin on the first days of January, April, July and October of each year.

## ARTICLE IV.

## FUNDS, DISBURSEMENTS, ETC.

SECTION 1.—The Quartermaster Sergeant shall retain of the moneys of the Camp sufficient for the current expenses of the Camp, and to cover contingencies, a sum not to exceed one hundred and fifty dollars. All moneys in excess of that amount

which shall come into his hands shall be deposited with the Camp Council.

SECTION 2.—There shall be set apart in the hands of the Camp Council a sum of money, which shall be known as a Relief Fund. All moneys which shall be donated, earned by entertainments, or voted by the Camp for that purpose, shall be sacred to that fund, and this fund shall be subject to the drafts of the Relief Committee for the relief of needy or distressed members of the Sons of Veterans, or of soldiers and sailors and their families.

SECTION 3.—No disbursement shall be made by the Quartermaster Sergeant except for the ordinary running expenses of the Camp, approved by the Camp Council, except by vote of the Camp, certified by the Orderly Sergeant and countersigned by the Commander, and any motion involving the expenditure of money, except for payment of rent, fuel, lights or janitor's services, shall lie upon the table for one week, and then require the two-thirds vote of all members present for its adoption.

## ARTICLE V.

### FINES.

SECTION 1.—Any officer or member of the Camp who shall fail to turn out with the Camp on Memorial Day, shall be fined one dollar for each offence.

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SECTION 2.—Any officer or member of the Camp failing to attend the funeral of a member after being duly notified, shall be fined fifty cents for each offence.

SECTION 3.—If the commanding officer of this Camp fails to enforce any of the foregoing fines, he shall himself be fined fifty cents for each offence.

SECTION 4.—Any officer or member may have his fines remitted, if he present satisfactory evidence in writing that it was necessary for him to neglect the performance of the duties named in Sections 1, 2 and 3 of this article. Said evidence shall be referred to a special committee, to consist of three brothers, who shall carefully consider the same and report on each and every case at the next regular meeting of the Camp.

SECTION 5.—All fines, if not paid at once, shall be passed to the account of the member incurring them, and shall stand against said member as regular dues, which must be settled to entitle him to the privilege of voting and of holding office.

SECTION 6.—Suspended members shall pay the whole sum due from them up to the time of reinstatement.

## ARTICLE VI.

## BONDS.

SECTION 1.—The amount of the Bond of the Quartermaster Sergeant shall be One Hundred (100) Dollars, with sufficient sureties, which amount may at any time be increased by a vote of the Camp.

SECTION 2.—The Camp Council shall individually give bonds for the faithful performance of their duties, with sureties to the satisfaction of the Camp, by majority vote, in the sum of Five Hundred Dollars each.

## ARTICLE VII.

## G. A. R. ADVISORY COMMITTEE.

SECTION 1.—This Camp shall elect an Advisory Committee of five comrades of the G. A. R., as provided in Article XII., Section 2., Rules and Regulations of the Commandery-in-Chief.

SECTION 2.—As a means of recognition at any meeting or entertainment of this Camp, the members of the Advisory Committee shall wear pinned on the left breast a badge composed of a blue ribbon two inches in width and six inches long; on the center shall be printed in gilt the Coat of Arms of the Order; above this in a semi-circle, the words

“Advisory Committee,” and below, “———  
Camp, S. of V., U. S. A. ———,” in gilt letters.

## ARTICLE VIII.

### MILITARY DRILL.

SECTION 1.—This Camp shall devote such time as shall be designated by a majority vote of all the members present at any regular meeting, to practical instructions in Infantry Tactics.

SECTION 2.—Upton's Infantry Tactics is hereby adopted as the authority in military drill.

## ARTICLE IX.

### MISCELLANEOUS.

SECTION 1. — The Orderly and Quartermaster Sergeants and Picket Guard shall be exempt from the payment of quarterly dues to the Camp during the satisfactory performance of their duties.

SECTION 2. It shall be the duty of any member WITHIN ONE MONTH AFTER CHANGING HIS PLACE OF RESIDENCE, TO NOTIFY THE ORDERLY SERGEANT THEREOF, TOGETHER WITH HIS ADDRESS.

SECTION 3. — JANITOR. Annually in January the commanding officer shall appoint a worthy brother of the S. of V., or a comrade of the G. A. R., as Janitor, whose duties shall be to care for and clean all the rooms and furnishings therein belong-

ing; to keep the corridors and approaches to the Camp Room in a cleanly condition; to build and care for fires and lights.

The Janitor shall be under the direction of the Captain of the Camp, the Captain being responsible to the Camp for the faithful performance of his duties; and for any dereliction of duty he shall be removable by the Captain. He shall receive such compensation as the Camp from time to time may direct.

SECTION 4.—No brother shall be allowed in the ante-room during the sessions of the Camp, except those whose duties require their presence there, and recruits who are waiting muster; PROVIDED, however, that brothers coming into the ante-room while the ceremony of muster-in is in progress, shall be required to remain until such ceremony is finished, before entering the hall.

## ARTICLE X.

### AMENDMENTS.

These By-Laws may be altered or amended at any stated meeting of the Camp by vote of two-thirds of the members present, such proposed amendment having been submitted in writing and entertained by the Camp at a previously stated meeting.

## CHAPTER V.

### THE DIVISION.

THREE Camps are the minimum number to form a Division. Chap. III., Art. I., Sec. 1.

2. Governed by a Division Encampment. Chap. III., Art. I., Sec. 2.

3. Membership of Division Encampment consists of the Colonel, Lieutenant Colonel, Major, Surgeon, Chaplain, Adjutant, Quartermaster, Inspector, Judge Advocate, Mustering Officer, Members of Division Council, all Past Commanders in Chief, Past Grand Division Commanders and Past Colonels, Past Camp Captains, Sitting Camp Captains, Representatives and Alternates from each Camp. Chap. III., Art. II., Secs. 1 and 2.

4. Number of Representatives from each Camp to be determined by First Sergeant's report last preceding the election, made September 30th, of each year. Chap. III., Art. II., Sec. 5.

5. Annual meeting of Encampment between April 1st and July 10th, of each year. Chap. III., Art. III., Sec. 1.

6. Four weeks' notice of Annual Meeting to be given each Camp. Chap. III., Art. III., Sec. 2.

7. Special meetings may be ordered by Colonel by consent of Division Council.

8. • No business except that specified in the call, and no changes or alterations affecting the general interests or welfare of the Order, to be transacted at special meetings. Chap. III., Art. III., Sec. 3.

9. Notice of special meetings to be forwarded under seal and duly signed, to each member of the Encampment, two weeks prior to same. Chap. III., Art. III., Sec. 4.

10. Committees of Division Encampment are on Ritual, on Resolutions, on Reports of Officers, on Constitution. Rules and Regulations, to consist of not less than three nor more than five members each, all of whom are appointed by the Colonel. (*Order of Business*). Chap. III., Art. X., Secs. 1 and 2.

11. May adopt By-Laws subject to the approval of the Commander in Chief. Chap. III., Art. X.

12. To have charter signed by Commander in Chief and Adjutant General. Fee for same to be not less then ten nor more than fifteen dollars. Chap. VI., Art. I., Sec. 5.

13. Charter may be revoked by the Commandery, or the Commander in Chief, with the consent of the Council in Chief, on failure to forward reports or dues for three-quarters of a year. Chap. VI., Art. I., Sec. 6.

14. The tax of the Division, paid to the Commandery, not to exceed twenty cents on each member in good standing. Chap. VI., Art. III., Sec. 1.

15. Tax to be paid in installments in equal parts, to be forwarded by the Colonel to the Quartermaster General, on or before the last days of January, April, July and October. Chap. VI., Art. III., Sec. 1.

16. May assess a tax of not more than fifty cents per member on each Camp. Chap. VI., Art. III., Sec. 2.

17. Division in arrears for reports and dues, is deprived of representation in Commandery until forwarded. Chap. VI., Art. IV., Sec. 1.

18. May adopt a Division Mark to be worn on the top of cap.

19. The Division Encampment is entitled to have four flags. 1st, the National Flag; 2d, Encampment Color, of red, etc.; 3d, two small colors of red—same as described in Chap. VI., Art. XIII., Sec. 3.

20. The Seal to consist of the full Coat of Arms, surrounded by the words, “— *Division, Sons of Veterans, United States of America.*”

21. Division Officers failing or refusing to perform their duties, may be placed in arrest by the Commander in Chief.

22. Acting Division Colonel may be appointed by the Commander in Chief.

23. When Division Officers are removed, the Division Council should convene for the election of officers.

24. Division Officers hold office until their successors are installed.

25. Commander in Chief shall order Colonel to perform any neglected duty, and on failure to obey, may take jurisdiction of the Division.

26. Division officer does not forfeit his office by reason of any misconduct of his Camp.

27. Division having made out and mailed a report, has a right to suppose that it has been received, in the absence of any notification to the contrary.

28. Division Officer may be an officer of his own Camp.

29. Officers must be installed before they can act as such.

## CHAPTER VI.

### DIVISION OFFICERS.

ELECTED OFFICERS.—Colonel, Lieutenant-Colonel and Major, Division Council, Delegates and Alternates.

APPOINTED OFFICERS.—Surgeon with the rank of Major, a Chaplain with the rank Captain, an Adjutant, a Quartermaster, an Inspector, a Mustering Officer and a Judge Advocate, with the rank of First Lieutenant, and as many Aides, with rank of Second Lieutenant, as may be deemed necessary, not exceeding one, however, from each Camp in the Division. The clerical force appointed shall rank as follows: For the Adjutant as Sergeant Major; for the Quartermaster as Quartermaster Sergeant; for the Division Council as First Sergeant; and for the Inspector, Judge Advocate and Mustering Officer as Sergeants.

DUTIES OF COLONEL.—The Colonel shall preside at all meetings of the Division Encampment and the Division Council. He shall enforce a strict obedience to the Constitution and By-Laws of the Division, and shall perform such other duties as are incumbent on him. Chap. III., Art. VII., Sec. 1.

2. He is *ex-officio* a member of the Commandery in Chief. Chap. IV., Art. III., Sec. 1.

3. Holds as Trustee the bond of the Quartermaster. Chap. VI., Art. VII., Sec. 6.

4. Names selected for Camps must be submitted for his approval.

5. May grant dispensation in writing for any Camp to receive the application of, and muster any recruit on the same night of the meeting. Chap. II., Art. II., Sec. 3.

6. May grant dispensation to rule requiring applicants to present themselves for muster within three months from date of election. Chap. II., Art. II., Sec. 7.

7. May muster applicants residing outside the territorial limits of any Camp, or may detail a staff officer or brother for that duty. Chap. II., Art. II., Sec. 9.

8. May request opinion of Judge Advocate on points of law, whenever deemed necessary.

9. Forward reports and per capita tax to the Adjutant General, on or before last days of January, April, July, and October.

10. Shall give transfer cards, attested by Adjutant, and under seal, to members of disbanded Camps, who were in good standing at time of dissolution. Chap. II., Art. IV., Sec. 4.

11. Must review proceedings, findings and sentence of Courts-Martial, if sentence is Dishonorable Discharge.

12. Can order Courts-Martial to try offenders within his jurisdiction. Sec. 3, Art. VI., Chap. VI.

13. Can only be tried by Court-Martial ordered by Commander-in-Chief.

14. May be suspended by the Commander-in-Chief when charges are preferred against him.

15. Past Colonels entitled to wear Silver Cross attached to the Division Ribbon. Chap. VI., Art. XI., Sec. 3.

16. Insignia of rank consists of rank straps with black velvet field, on which is silver spread eagle, to be worn on coat collar, just above the seam on the lapels. Chap. VI., Art. X., Sec. 1, Clause 3.

17. May suspend an officer from the performance of his official duties.

18. As reviewing officer, may return proceedings of Court-Martial for revision.

19. May, on information that an election of Camp Officers is illegal, postpone installation until investigation is had.

20. May annul, or cause to be annulled, illegal proceedings of a Camp.

21. Can overrule the decisions of a Camp Council without an appeal having been taken.

22. Alone responsible for the organization of a new Camp, and he may grant or reject the application regardless of any existing Camp.

24. Has not power to annul a ballot, or to inquire into the motives of those who vote to reject an application.

25. May communicate Pass-word and Counter-sign.

26. Office of Colonel cannot be declared vacant by reason of his absence from the Division.

27. May grant a dispensation to armed and equipped Camps to adopt the U. S. Army Dress Uniform.

28. May grant a dispensation to officers of armed and equipped Camps to wear the regulation shoulder straps.

LIEUTENANT COLONEL AND MAJOR.—The Lieutenant Colonel and Major shall assist the Commander in the performance of his duties, and in his absence or disability shall fill his office, according to seniority. Sec. 2., Art. VII., Chap. III.

ADJUTANT.—Keeps Records of Proceedings of Division Encampment, and of the Division Council.

2 Conducts all correspondence and issues all orders under the direction of the Colonel.

3. Draws all requisitions on Quartermaster.
4. Makes out all returns to Commandery Headquarters, and transmits the same through Division Commander to Adjutant-General.
5. Countersigns all charters issued by Commander.
6. Keeps an Order Book, a Letter Book, an Endorsement and Memorandum Book, and files of all orders, reports and correspondence received and remaining in his office.
7. Performs such other duties, and keeps such other records as shall be required of him by the Commander or the Division Encampment.
8. Should make a full report to Division Encampment, and when retiring from office, to deliver to his successor all moneys, books, and other property of the Division in his possession, or under his control.
9. Shall attest and affix seal to all Transfers granted by the Commander. Sec. 4, Art. IV., Chap II.
10. Shall recommend a brother for appointment as Sergeant Major. Sec. 4, Art. VI., Chap. II.
11. Shall report disbandment of Camps to Adjutant General.
12. Is a member of the Division Encampment and Council.

13. Wears ribbon prescribed for Camp officers,—blue.

14. Insignia of rank, is rank straps of black velvet and gold, with one bar thereon, worn on coat collar.

15. Should notify Camps of failure to receive returns. (*See Division Records.*)

QUARTERMASTER.—Should hold the funds, securities, vouchers and property of the Division.

2. Fills all requisitions drawn by the Adjutant and approved by the Commander.

3. Shall give Bond, to be approved by Division Council, for the faithful performance of his duties. Sec. 3, Art. VII., Chap. VI.

4. Shall consolidate returns of Q. M. Sergeants within twenty days after the commencement of each quarterly term. Sec. 6, Art. II., Chap. VI.

5. Member of Division Encampment and Council.

6. Wears the Camp officer's ribbon,—blue.

7. Insignia of rank,—same as Adjutant. (*See Division Records.*)

CHAPLAIN.—Conducts devotional exercises of the Division Encampment, and shall perform such other duties as may be required of him. (INSTALLATION.)

INSPECTOR.—Receives reports of inspection of

Camps, and makes consolidated report to Commander and Inspector General. (See INSPECTION, also Art. V., Chap. VI.)

JUDGE-ADVOCATE.—Passes upon questions referred to him by the Division Commander.

2. Makes written report to Division Encampment.

MUSTERING OFFICER.—The duties of the officer are not defined in the Constitution, and consequently they vary in different Divisions. Custom, however, generally requires him to form and muster new Camps in his division, under orders of the Colonel.

2. He should make a written report to the Division Encampment.

3. Is a member of the Encampment and the Council.

4. Wears same Ribbon and Insignia of Rank as the Adjutant. (*See Muster of New Camps.*)

DIVISION COUNCIL.—They shall, with their advice and counsel, aid and assist the Division-Commander in the performance of his duties. They shall be charged with the general care, control and supervision of the funds of the Division, and shall be responsible for and look after all its material interests. They shall devise and recommend such measures as will enable the Division to meet all its

necessary expenditures, and shall examine and pass upon all accounts and bills incurred by any and all officers and committees of the Encampment. They shall examine all the books, vouchers, and other papers of all the different officers of the Division, and shall audit all their accounts. They shall keep a full and detailed record of all their proceedings, and shall present a complete report to the Division Encampment, at each stated yearly meeting of the same, and at such other times as the Commanding Officer of the Division may direct. Sec. 1, Art. X., Chap. III.

2. The Division Council shall have one stated meeting each year, the same to be held prior to, and at the same place as that of the stated yearly meeting of the Division Encampment. Special meeting of the Division Council may be convened by the Commanding Officer of the Division, at such times and places within the Division limits as he may direct, providing that due notice of the same shall be sent to each member of the Council at least two weeks prior to the time named for the meeting, and the notice shall set forth the emergency and the business to be transacted. Sec. 2, Art. X., Chap. III.

3. Seven members constitute a quorum. Sec. 3, Art. X., Chap. III.

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4. Can fill vacancy in their number. Sec. 2, Art. IX., Chap. III.

5. May fill vacancy in elective officers of the Division. Sec. 3, Art. VI., Chap. III.

6. Approves bond of Quartermaster. Sec. 3, Art. VII., Chap. VI.

7. Has no power to legalize an illegal act of Camp Commander.

8. Are members of Encampment.

9. Member holding transfer card may act.  
(*See Quartermaster, Auditing Accounts, Division Records.*)

REPORTS.—All of the Division Officers, elected or appointed, together with the Council, should present written reports of the business of their respective departments at each annual meeting of the Division Encampment. This does not include Aides-de-Camp and Assistant Inspectors.

## CHAPTER VII.

### DIVISION RECORDS.

THE records of a Division should consist of the books named in the duties of Adjutant and Quartermaster, and it has been the custom of some Divisions to add others ; but we shall not endeavor to enter in detail into the manner in which each division keeps its records, but will present in a general way such rules as are applicable to all.

DIVISION DESCRIPTIVE BOOK.—This book should contain the name of every brother in the Division, together with a description similar to that found in the Camp Descriptive Book. The names should be arranged according to Camps, with blank leaves left for addition. Thus, Camp No. 1 should occupy the first six leaves of the Book, and so on. When the Adjutant receives the application for a charter, and the Camp is mustered, he enters all the names appearing on the Chapter Application on the Descriptive Book, and when he receives the quarterly returns of the First Sergeant, he will examine them to see if they are correct, enter all names found on the Muster Roll in his Descriptive Book, enter under the head of Remarks, *in pencil*, "*Suspended*,

———, 188—," against the names of the brothers reported suspended; against the names of those reported dropped, dead, honorably discharged, transferred, dishonorably discharged, he will enter the words in *red ink*, "*Dropped*," "*Dead*," "*Honorably Discharged*," "*Transferred*," "*Dishonorably Discharged*," with the date thereof. When a brother is reinstated, he will erase the word "*suspended*" from against his name. Thus the exact history of the standing of each brother in the Division can be ascertained at a glance.

When a Camp surrenders its charter, or when the same is annulled, write across the last page of the Descriptive Book devoted to this Camp, "*Charter surrendered*, ———, 188—; *transfer cards granted Nos. 5, 7, 8, 10, 11*," etc. "*C. D. Adjutant*," or "*Charter annulled by the Commander-in-Chief* ———, 188—. *C. D. Adjutant*."

All records of defunct Camps turned over to the Adjutant, should be carefully preserved.

DIVISION ROSTER BOOK should contain the names of the Elective Officers of the Division, Past-Colonels, members of the Council, Delegates and Alternates to the Commandery, Division Staff, including Aides-de-camp and Assistant Inspectors. It should contain the full name, the rank, date of rank, residence, and a place for Remarks. When

an officer resigns, dies, is removed, discharged, etc., it should be so entered under "Remarks," together with the date.

THE CAMP ROSTER should contain the name, number, and location of each Camp, the names of the Captain, First and Second Lieutenants, First Sergeant, Quartermaster-Sergeant, and members of the Council. The date of rank should be given, the residence, and a place should be left for Remarks, under which all resignations, transfers, and discharges should be entered.

REGISTER OF CAMP CHARTERS. — This book should be so ruled as to contain the Number, Name, Location, Date of Charter, When Published, When Annulled or Surrendered, of each Camp in the Division.

ORDER BOOK.—This book contains all General and Special Orders issued by the Colonel. They should be written out in full, and should appear in consecutive order. Printed copies should never be pasted into the Order Book.

OPINIONS OF JUDGE ADVOCATE, and decisions of the Colonel, should also be recorded in full in a book kept for that purpose, properly numbered, and containing a syllabus for ready reference.

ROLL OF ENCAMPMENTS.—This book contains the name of each Division officer or past officer en-

titled to vote in the Division Encampment, and the names of the Camp officers, past officers, delegates and alternates should be entered as soon as reported, under the name of the Camp to which they belong.

**JOURNAL OF PROCEEDINGS.**—The proceedings of each encampment should be written in this book. The original notes to be placed on file, together with all officers' and committees' reports, and other documents relating to the Encampment.

**INDORSEMENT AND MEMORANDUM BOOK.**—All items of importance occurring at headquarters should be noted in this book. For example: "Thursday, ———, 188—; sent consolidated returns and tax of twenty-five dollars to Adjutant-General. Received application for Camp Charter from ———. Received application for dispensation to muster recruits from Captain ———. Issued Special Orders granting same," etc. All indorsements made on official documents passing through, into, or issuing from Division headquarters, should be copied into this book.

Several copies of each General Order issued from Division headquarters should be preserved to supply missing numbers in Camp Files.

**GENERAL ORDERS — HOW PROMULGATED.**—All General Orders are mailed to Camps and Officers

by the Adjutant. Two copies of each order should be mailed to each Camp Captain, one for his own use, and the other to be read and placed on file in the Camp Archives. Take your Camp Roster and supply every Camp first. Then take the Division Roster and mail one copy to each Division officer. Then from the remainder mail one copy to each of the National officers, Colonels of the other Divisions, and to G. A. R. and S. of V. newspapers.

**BLANK RETURNS.**—Send out two copies of First Sergeants' return, and two copies of Quartermaster Sergeants' return to the Captain of each Camp at least *one month* prior to the close of the quarter. Be sure that you do not omit a single camp in forwarding these blanks and General Orders. Go over the list twice, and be certain that no mistake is made. It is well to require each Captain to acknowledge the receipt of blank returns and General Orders. Do not omit to send copies of your orders to Grand Army and S. of V. papers. This will advertise the Division and the Order, and let others know what you are doing.

**LETTER BOOK.**—It is the custom to preserve copies of all important letters sent out from headquarters. These are copied into the Letter Copy book, and indexed.

**RECEPTION OF RETURNS.**—The First Sergeant's

and Quartermaster-Sergeant's returns and money for the per capita tax should always be mailed to the Adjutant. On receipt of the same, the Adjutant will note the date of reception on the back, and will also indorse on the Quartermaster-Sergeant's return the amount of the tax enclosed, and the number of members in good standing. He will enter the First Sergeant's return on the Descriptive Book, and at the same time it should be entered on the Adjutant's Consolidated return to the Adjutant-General. He will then send a receipt, and the *password*, if necessary, to the Captain of the Camp, whose returns have been received. He should keep an account of all moneys passing through his hands, turning the funds over to the Quartermaster, taking his receipt. After all returns are in, the Adjutant will turn over to the Quartermaster the Camp Quartermaster-Sergeant's returns for the quarter in his possession.

**CONSOLIDATED RETURNS.**—Adjutants should write the number and name of each Camp on their Consolidated Return sheet before the first Camp return is received at their office; and as fast as they are received the figures on them, if correct, should be entered on the Consolidated Return sheet against the Camp's name, in the columns prepared for them, the headings of which are suffi-

ciently explanatory without special mention being made of them.

After all these have been entered, then comes the most difficult part, the making up of the "*Recapitulation*," and great care should be used in filling the same out. The following directions are given for your guidance :

*First*, Add the figures in the column headed "Number in Good Standing at Last Report," also count the number of Camps which have reported, and enter the result in the Recapitulation after the above-named words.

*Second*, Add the figures under "By Muster in," and also count the Camps mustered during the past quarter, and enter in the Recapitulation after these words.

*Third*, Add the figures under "By Transfer," and enter as above.

*Fourth*, Add the figures under "By Reinstatement," and carry the result to the proper place in the Recapitulation, also count the Camps reinstated, and enter the same.

Now turn to the Recapitulation and cast up the column headed "Camps," and then the one headed "Members" in the "Gains"; enter the result after the word "Aggregate," at the foot of the columns,

and you then have the aggregate number of Camps and members in your Division.

It is well to verify the above result by adding up the aggregate column on the inside of the Return sheet, which must correspond with the aggregate of the Recapitulation.

The Losses must then be estimated, and deducted from the aggregate.

*First*, "By Camps having disbanded"; this is the first column under losses, and you should enter the number of members in good standing of each Camp disbanded, at the date of their *last* report received by you. Add this column, and count the Camps disbanded, entering same after above-named words in the Recapitulation.

*Second*, Add the "By Death" column, and enter in the place assigned in the Recapitulation.

*Third*, Do the same by the columns headed "By Honorable Discharge," "By Transfer," and "Dis-honorable Discharge." Do not get the columns headed "By Transfer" in the "Gains" mixed with the "By Transfers" in the "Losses."

*Fourth*. All Camps which do not report and pay per capita tax should be reported "suspended," and the membership of the same, as indicated by the last report received prior to the quarter on which they were suspended, should be entered in

the "Suspended or Dropped" column. The Camps so suspended should be counted, and the "Suspended or Dropped" column added, and the result carried to the Recapitulation under the proper head.

Now you are ready to ascertain the "Losses." Turn to the Recapitulation, and under "Loss" cast up the "Camp" column, and then the "Membership," carrying the results out to the places indicated, after the words "Total Loss." You then have the losses in Camps and Members from all sources. Subtract the "losses" from the "aggregate," and then you have "Number remaining in good standing upon which per capita tax is due."

Sign the report. Then enter after the words "Numbers of the several Camps which have failed to report," the official number of each and every Camp from which returns have not been received.

#### SUGGESTIONS.

Verify your total loss in the Recapitulation by the "total loss" column on the inside of the sheet.

Do the same by the column marked "Number remaining in good standing."

If more space is required, do not attach or paste on paper, but use an additional blank, and attach it at the top by paper fasteners or pins. Place the list of Camps in numerical order.

Opposite the name of every Camp that has been disbanded during the quarter, write in *red ink* "Disbanded," giving the date, and enter the number of members of each disbanded Camp in column headed "By Camp having disbanded."

In the absence or disability of the Colonel commanding the Division, the next available officer in rank will sign the papers as "Lieutenant Colonel (or Major) Commanding," and they will then, with the per capita tax due, be promptly forwarded to Headquarters Sons of Veterans, U. S. A.

In the event that all of the Reports and Returns due from any Division are not received at headquarters within twenty days after the commencement of the new quarter, the Adjutant General will at once call the attention of the Division Colonel to the deficiency, and will at the same time instruct the aide-de-camp at or nearest to Division Headquarters, to at once ascertain the cause of the delay, and to personally see that the business is promptly attended to, and the papers forwarded. Division Commanders will not allow their Reports to be delayed on account of the delinquency of Camp Commanders, but after waiting a reasonable time will make up their Reports from the data in hand, and forward with per capita tax, reporting the numbers of the delinquent Camps on next page.

DISPENSATIONS granted by the Colonel should issue from the office of the Adjutant, and should be drawn up on the blank provided for this purpose, and then recorded *verbatim* in a book of Dispensations.

One copy of this report should be retained.

THE QUARTERMASTER generally keeps a Cash Book, Ledger and Letter Book.

There are various good methods of keeping these books, but we shall endeavor to name and illustrate but one of them.

CASH BOOK.—In this book should be entered all cash receipts from every source, and it should be so ruled as to show whether they were for “Supplies,” “Charter Fees,” or “Per Capita Tax.” For example :

### DIVISION CASH BOOK.

#### *Cash Received.*

1887.		L. P.	Charter Fees.	Sup- plies.	Per Capita Tax.
June 1	Camp No. 14,	18	\$12 50		
3	Garfield Camp, No. 20,			\$4 30	
8	Anderson Camp, No. 7,	19			\$5 00
	Total Charter Fee,		\$12 50	\$4 30	\$5 00
	“ Supplies,		4 30		
	“ Per Capita Tax,		5 00		
	Grand Total,		\$21 80		

In the Cash Book the following form is on the page opposite to the above :

*Cash paid out.*

1887.			Sup- plies.	Char- ters.	Ex- pense.
June 1	Paid postage,				2 10
2	" Charter for Camp No. 14,			2 00	
4	" 1 dozen Badges,		\$6 00		
	Total Supplies,		6 00		
	" Charters,		2 00		
	" Expense,		2 10		
	" paid out,		10 10		
	Balance on hand,		11 70		
			21 80		

Each amount paid out should be entered in the Cash Book under "Cash Paid Out," and be supported by proper vouchers, *i.e.*, written orders from the Colonel.

The following is a good form of an order on the Quartermaster for money.

ORDER ON QUARTERMASTER.

No. 5	\$50	HEADQUARTERS DIVISION OF .....
Name John Brown,		SONS OF VETERANS, U. S. A. ..... 188-.
Amount \$50.00.	To Lieut. ....	Division Quartermaster.
What purpose .....	Pay to <i>John Brown</i> , or order, <i>Fifty Dollars</i>	
Printing Proceedings	for <i>Printing Proceedings of 2d Encampment</i> .	
2d Encampment.	.....	Colonel.
	Received \$50, .... 18..,	in full for bill rendered <i>John Brown.</i>

The words in *italics* should be in writing, the remainder is a printed blank.

For the convenience of the auditing committee, the receipt should be taken on the face of the voucher.

These vouchers should be filed in the order in which they are entered on the books.

LEDGER.—The accounts between the Camps and the Divisions, so far as they pertain to charter fees and per capita tax, are kept in this book, also the account between the Commandery-in-chief and the Division.

. In keeping this book a great deal must be left to the judgment and good taste of the Quartermaster, and, therefore, special comment thereon is deemed unnecessary.

MONEY.—All moneys belonging to the Division should be deposited in its name in some safe, reliable bank, subject to the check of the Quartermaster.

CLOSE ACCOUNTS but once a year. The books can be figured easily at any time when so desired. The Quartermaster's vouchers, added to the cash on hand, must agree with his receipts of cash.

REQUISITIONS FOR SUPPLIES.—Never file an order unless made on the regular blank, and accompanied by cash. Indorse the receipt of the same on the back, and also the time and manner of send-

ing supplies; that is, whether they were sent by mail or express. Then place the Requisition on file. Requisitions not filled should be kept in a separate file until the supplies are sent.

ORDERING SUPPLIES. Do not order unnecessary supplies. Estimate the amount you will need each quarter, and then let the Colonel make requisition on the Quartermaster-General for the same. Experience will teach you that more supplies are ordered by Camps during the winter and early spring, than in the summer and fall. From June to October, as a general rule, few supplies should be ordered. If you have an office, prepare pigeon holes and shelves for the reception of blanks, with the name of the blank each contains posted or painted thereon. You will find it very convenient in filling requisitions, saving you much trouble and annoyance. Become familiar with the appearance and use of each blank, so that you may readily recognize the same, and be prepared to give instruction. Fill all orders and discharge your duties promptly. Bear in mind that all requisitions not filled should be filed in a separate file, until the supplies ordered by them are sent. If you have not the supplies ordered in stock, notify the Camp making requisition for the same, and order them from the Quartermaster-General at once; or

if more convenient, or if the supplies are needed at once, borrow them of the nearest Division, repaying in kind at the earliest opportunity.

QUARTERMASTER'S RETURNS.—The quarterly return sheet for the Quartermaster is so simple that special instructions concerning the making up of the same are unnecessary. In making up this return, however, care should be taken that the number of members on the report agree with that of the Adjutant.

AUDITING ACCOUNTS.—It is the duty of the Council to audit all accounts. Take the books and go over each account to see that no mistake is made in adding, subtracting, etc. Then go to the *source* from which all moneys have been received; requisitions and quarterly camp returns. If funds have been received from other sources, evidence of the same should be furnished the Council. Transfer these amounts to paper, and add, then you have the total amount of cash received during the year. Does it agree with the Quartermaster's report? Take the vouchers, examine them carefully to see if they are properly made out and receipted, then transfer the amounts to paper, and add; this should give you the amount of funds paid out. See if it agrees with the Quartermaster's report. Subtract this amount from the amount received,

and you have the cash on hand (if any). Count the cash to see if it agrees with your figures. Great care should be taken in auditing accounts, so that frauds and dishonesty may readily be detected.

Do not rely on the Quartermaster's statement as to the amount *received* and the amount *on hand*, but investigate for yourself. This is a matter very often neglected.

OFFICIAL QUESTIONS to the Council should be submitted on Form 40, and should be so framed that they can be answered by "yes" or "no," or "favorably" or "unfavorably." All explanatory matter accompanying the questions should be written on separate paper. The Official questions should be numbered in the order of issue, and the reply of the member should appear upon the face over his own signature. It should then be recorded by the Adjutant.

## CHAPTER VIII.

### COMMANDERY-IN-CHIEF.

1. THE Commandery-in-chief shall be the supreme source of power for the Sons of Veterans, and under its complete and concentrated authority shall make all needful rules and regulations to insure a uniform system in all things, and the permanency and continued success of the Order throughout the whole country. To this end, no form of government, either general or local, shall be considered as legally established until the same has been submitted to and duly approved by the Commandery, at a stated yearly meeting of the same. The Commandery shall, through its proper officers, from time to time publish all necessary orders, and give all detailed instructions necessary to maintain uniformity, and for the information and guidance of all concerned, and shall make it its especial duty to see that in all the different branches of the order the same are faithfully and fully complied with. Chap. IV., Art. I.

2. Membership of the Commandery consists of the General and Commander-in-chief, Lieutenant-General, Major-General, Chief of Staff, Adjutant-

General, Quartermaster-General, Inspector-General, Surgeon-General, Chaplain-in-chief, Chief Mustering officer, Judge-Advocate General, five members of the Council-in-chief, Past Grand Division Commanders, Past Colonels of Divisions, Sitting Division Colonels, and Delegates and Alternates from each Division in the ratio of one for every one thousand members in good standing, and an additional Representative for a final fraction of more than one-half of the number. Divisions are entitled to one representative in addition to the Representative at Large, whatever their number. The number of Representatives of each Division to be determined by the Adjutant's report last preceding the election. (See Division.)

3. Annual meeting to occur in August of each year. Chap. IV., Art. III., Sec. 1.

4. Six weeks' notice should be given of Annual meeting, and a change of the time named should promptly be made public. Chap. IV., Art. III., Sec. 3.

5. Special meetings can be ordered by the Commander-in-chief, with the consent of the Council-in-chief, but no business except that named in the call, and no changes or alterations affecting the general interest and welfare of the Order shall be transacted. Chap. IV., Art. III., Sec. 4.

6. Six weeks' notices, signed and under seal, must be given of time and place of special meetings, and the business to be transacted. Chap. IV., Art. III., Sec. 5.

7. Officers are chosen by ballot at yearly meeting, a majority of the votes cast being necessary for a choice. Chap. IV., Art. VI., Sec. 1.

8. Committees—to consist of not less than five members each: on Credentials; on Constitutions, Rules and Regulations; on Ritual and on Resolutions; to be appointed by Commander-in-chief at annual meeting.

9. Changes to Rules and Regulations and Ritual must be recommended to the Commandery by a two-thirds vote of a Division Encampment, such proposed changes to be published at least four weeks prior to the meeting at which action is to be had. A two-thirds vote of the Commandery will then be necessary for adoption. Chap. IV., Art. X.

10. May, at yearly meeting, revoke the charter of any Division three quarters in arrears for reports or dues. Chap. VI., Art. I., Sec. 6.

11. Furnishes all supplies needed by the Order. Chap. VI., Art. II., Sec. 7.

12. Taxes Divisions not more than twenty cents per member. Chap. VI., Art. III., Sec. 1.

13. The Commandery is entitled to four flags:

1 National Colors. 2 Commandery color of red, white and blue. 3 Two small colors of red, white and blue, same as described in Chap. VI, Art. XIII., Sec. 4.

14. Official seal consists of the full Coat of Arms of the Order, surrounded by the words "*Commandery-in-Chief, Sons of Veterans, United States of America.*" Chap. VI., Art. VII.

15. Special duty of this body to maintain the claims of the Order of being non-sectarian and non-political. Chap. VI., Art. XX.

16. This body alone possesses the power to alter or amend the Constitutions, Rules and Regulations.

17. May suspend any section for the time being, except Article X.

18. Where reports have been sent and not received, delegates are admitted.

19. Members of, must be in good standing.

20. A Past Division Colonel, though a member of a Camp in another Division than that of which he was Colonel, is a member of the Commandery-in-chief.

## CHAPTER IX.

### COMMANDERY-IN-CHIEF OFFICERS.

ELECTIVE OFFICERS.—General and Commander-in-chief, Lieutenant-General, Major-General (and five members of the Council-in-Chief to be chosen by ballot).

APPOINTIVE OFFICERS.—Chief of Staff, Adjutant-General, Quartermaster-General, Inspector-General, Chief Mustering Officer, Judge-Advocate General, Surgeon-General, Chaplain-in-chief, and not exceeding four Aides-de-Camp for each Division.

DUTIES OF COMMANDER-IN-CHIEF.—The Commander-in-chief shall preside at all meetings of the Commandery and the Council-in-chief. He shall enforce a strict obedience to the Constitution and By-Laws of the Commandery, and shall perform such other duties as are incumbent upon him. Chap. V., Art. VII., Sec. 1.

2. May grant a dispensation to rule, prohibiting the report of an investigating committee on night of appointment. Chap. II., Art. II., Sec. 3.

3. May muster an applicant for membership who resides outside the territorial limits of any

Camp, or detail a brother for that duty. Chap. II., Art. II., Sec. 9.

4. Can detail any officer or past officer of the Order for any special duty. Chap. V., Art. VI., Sec. 5.

5. Shall appoint Standing Committees. Chap. V., Art. IX., Sec. 1, 2.

6. Vacancies in Standing Committees filled by Commander-in-chief. Chap. V., Art. IX., Sec. 5.

7. Shall promulgate all proposed changes in the Rules and Regulations in General Orders. Chap. V., Art. X., Sec. 5.

8. Shall sign charters of Divisions and Grand Divisions. Chap. VI., Art. I., Sec. 5.

9. May revoke, with consent of Council-in-chief, the Charter of any Division which has failed to forward reports and dues for three-quarters of a year, and remand such department to a provisional condition. Chap. VI., Art. I., Sec. 6.

10. Shall, through proper channels, cause each Division to be divided into Sub-Divisions for inspection. Chap. VI., Art. V., Sec. 1.

11. May order Courts-Martial to try offenders in his jurisdiction. Chap. VI., Art. VI., Sec. 3.

12. May suspend a Division Commander against whom charges have been preferred. Chap. VI., Art. VI., Sec. 7.

13. Shall hold as Trustee the Bonds of the Adjutant-General and Quartermaster-General. Chap. VI., Art. VII., Sec. 6.

14. May issue Diplomas to Camp Advisory Committee. Chap. VI., Art. XII., Sec. 1.

15. May order disbursements from the treasury of the Commandery, to meet current expenses during the intervals of the meetings of the Council-in-chief. Chap. VI., Art. XVII., Sec. 2.

16. Shall settle upon and distribute the Password and Countersign. Chap. VI., Art. XVIII.

17. Can cause to be published a Digest of the laws, rules and regulations, etc., as soon as convenient. Chap. VI., Art. XXII.

18. Has no authority to withdraw Division charter.

19. May put Division-Colonel under arrest.

20. May appoint Acting Division Colonel.

21. Should order Colonel to perform neglected duty.

22. May take charge of a Division and call a meeting of Division Encampment, when Colonel fails or neglects to call the yearly meetings, as directed in the Constitution.

23. He has no power to fill vacancy in Council-in-chief.

24. Can organize a Permanent Division from Provisional Division.

25. May ratify acts of Provisional Commander.
26. May, in the exercise of sound discretion, refuse to order a Court to try certain charges and specifications of a frivolous nature.
27. May suspend an officer from the discharge of his official duties, after charges are preferred.
28. Wears the Commandery Ribbon—yellow.
29. Insignia of rank: rank straps of black velvet and gold, with four silver stars thereon, worn on coat collar.
30. Past Commanders-in-chief are entitled to wear the Golden Star of the Order.
31. Shall give a Bond.

LIEUTENANT-GENERAL AND MAJOR-GENERAL.—The Lieutenant-General and Major-General shall assist the Commander-in-chief in the performance of his duties, and in his absence or disability shall fill the office, according to seniority. Chap. V., Art. VII., Sec. 2.

2. Are members of the Council-in-chief. Chap. V., Art. IV.

CHIEF OF STAFF.—For this officer no special duties are assigned by the Rules and Regulations. Under the direction of the Commander-in-chief he has the general oversight of the Commandery Staff.

2. He is EX-OFFICIO a member of the Council-in-chief. Chap. V., Art. IV.

ADJUTANT-GENERAL.—Shall keep correct records of the proceedings of the Commandery-in-chief and Council-in-chief.

2. Shall conduct its correspondence and issue the necessary orders, under direction of the Commander-in-chief.

3. Shall turn over to the proper officers all returns received by him from Divisions.

4. Shall prepare all books and blanks required for use of the Sons of Veterans, U. S. A., and shall distribute the same, under direction of the Commander-in-chief. Chap. VI., Art. II., Sec. 8.

5. Shall draw requisitions on Quartermaster-General, approved by Commander-in-chief. Art. XVII., Sec. 2.

6. Shall keep such other books and records, and perform such other duties as the Commander-in-chief or the Commandery may require of him.

7. Shall give Bond, with sufficient sureties, approved by Council-in-chief. Chap. VI., Art. VII., Sec. 5.

8. Countersigns, under seal, the Charters of Divisions.

9. Makes written or printed report at annual meeting of the Commandery. Chap. VI., Art. II., Sec. 4.

10. Shall consolidate reports of Adjutants of the Divisions. Chap. VI., Art. II., Sec. 4.

11. Wears Ribbon prescribed for the Grand Division—white.

12. Insignia of rank: rank straps, same as Commander-in-chief, except there is but one silver star.

QUARTERMASTER-GENERAL.— Shall hold the funds, securities and vouchers of the Commandery.

2. Fills all requisitions drawn upon him by the Adjutant-General, approved by the Commander-in-chief.

3. Shall give Bond, with sufficient sureties, approved by Council-in-chief. Chap. VI., Art. VII., Sec. 5.

4. Shall make a report to Commandery at the annual meeting of the same.

CHIEF ORDNANCE OFFICER.—Furnishes all the badges to the different Camps of the Order. (This department has been put into the permanent charge of Major A. P. Davis, Father of the Order, Pittsburg, Pa.)

INSPECTOR-GENERAL.— The Inspector-General shall perform such duties as are required of him by Chap. VI., Art. V. (*See Inspection.*)

CHIEF MUSTERING OFFICER.— Shall perform such duties as are required of him by the Commander-in-chief.

JUDGE-ADVOCATE-GENERAL.— Passes upon questions referred to him by the Commander-in-chief.

## GENERAL PROVISIONS.

The other officers of the Commandery shall, under orders and direction of the Commanding Officer, perform the duties pertaining to their respective offices, and such other duties as circumstances require of them. Chap. V., Art. VII., Sec. 3.

The Chief of Staff, Quartermaster, Commissary, Inspector, Judge-Advocate, and Surgeon-Generals, and the Chief Mustering and Ordnance Officers wear the same ribbon and insignia as the Adjutant-General.

COUNCIL-IN-CHIEF. — 1. The Council-in-chief shall consist of the first three elective officers, the Chief of Staff, the Adjutant-General, the Quartermaster-General, the Inspector-General, the Chief Mustering Officer, the Judge-Advocate-General, the Chaplain-in-chief, and five members elected yearly by the Commandery-in-chief.

2. Shall, with their advice and counsel, aid and assist the Commanding Officer in the performance of his duties. They shall be charged with the general care, control, and supervision of the funds of the Commandery-in-chief, and shall be responsible to and look after its material interests. They shall devise and recommend such measures as will enable the Commandery to meet all its necessary ex-

penditures, and shall examine and pass upon all accounts and bills incurred by any and all officers and committees of the same. They shall examine all the books, vouchers, and other papers of all the different officers of the Commandery, and shall audit all their accounts. They shall keep a full and detailed record of all their proceedings, and present a complete report to the Commandery-in-chief at each stated yearly meeting of the same, and at such other times as the Commanding Officer may direct. Chap. V., Art. VIII., Sec. 3.

3. Approves Bonds of Adjutant-General and Quartermaster-General. Chap. VI., Art. VII., Sec. 5.

4. Can fill vacancies in their numbers. Chap. VI., Art. VIII., Sec. 6.

5. Fills vacancies in elective officers when they occur. Chap. VI., Art. VI., Sec. 3.

6. Approves Bonds of Adjutant-General and Quartermaster-General. Chap. VI., Art. VII., Sec. 5.

7. Can fill vacancies in their numbers. Chap. VI., Art. VIII., Sec. 6.

8. Fills vacancies in elective officers when they occur. Chap. VI., Art. VI., Sec. 3.

## CHAPTER X.

### CORRESPONDENCE.

CORRESPONDENTS must follow military usage. Communications are to be made on LETTER PAPER, folded in three equal parts, and endorsed on the first fold, in the following manner :

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HEADQUARTERS ——— CAMP, No. —,  
Division of ——— S. of V., U. S. A.  
————, 18—.

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A ——— B ———,  
Commander.

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[Here give a brief statement of contents.]

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Reply will be made by endorsement through the different channels required.

Brothers address Camp First Sergeants, Camp Captains, the Adjutant of the Division, Division Commanders, the Adjutant-General.

From Commandery Headquarters to Camps the reverse rule is followed. The Adjutant-General addresses the Division Commander, and the Adjutant the Camp Captain.

As a matter of convenience the Adjutant may address the Adjutant-General direct on routine matters.

## [FORMS.]

## A BROTHER IN THE CAMP.

\_\_\_\_\_, 18—.

E\_\_\_\_\_ G\_\_\_\_\_,

Orderly Sergeant, \_\_\_\_\_, Camp No. —.

DEAR SIR AND BROTHER:

Can you give me any information concerning, etc.,      \*      \*      \*

Yours in F., C. and L.,  
S. O. N.

## CAMP TO DIVISION.

Headquarters \_\_\_\_\_ Camp, No. —,

Division of \_\_\_\_\_ S. of V., U. S. A.,

\_\_\_\_\_, 18—.

L\_\_\_\_\_ M\_\_\_\_\_,

Adjutant, Division of \_\_\_\_\_.

DEAR SIR AND BROTHER:

\*      \*      \*      \*      \*      \*

Yours in F., C. and L.,  
C\_\_\_\_\_ Y\_\_\_\_\_,  
Captain.

## DIVISION TO COMMANDERY.

Headquarters — Division, S. of V., U. S. A.  
 ———, 18—.

O—— P——,

Adjutant-General, S. of V., U. S. A.

DEAR SIR AND BROTHER :

\* \* \* \* \*

Yours in F., C., and L.,

R—— S——,

Colonel-Commanding.

## ORDERS.

The OFFICIAL ORDERS OF A CAMP will be signed:

\* \* \* \* \*

By order of A—— M——,

Captain Commanding.

R—— S——,

First Sergeant.

## OF A DIVISION.

By command of H—— J——,

Colonel-Commanding.

J—— K——, Adjutant.

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OF COMMANDERY.

By command of O—— P——,  
Commander-in-chief.

L—— R——, Adjutant-General.

ORDERS received by Camps should be read in place at the next meeting after their receipt. No vote is necessary on their reception.

If BUSINESS is suggested, it lays over until "New Business." Otherwise, the orders will be duly filed.

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## CHAPTER XI.

### INFANTRY TACTICS.—FORMATION IN LINE.

[Plate 1.]

The Camp is formed in single (or double) rank, the men being arranged according to height.

The CAPTAIN is two yards in front of the center of the Camp; the FIRST LIEUTENANT is two yards in the rear of the center of the first platoon; the SECOND LIEUTENANT is two yards in the rear of the center of the second platoon. Each lieutenant is the chief of the platoon behind which he is posted.

The FIRST SERGEANT is on the right of the front rank; the OTHER SERGEANTS and the CHAPLAIN (except the COLOR SERGEANT) are in the line of file-closers, the QUARTERMASTER-SERGEANT opposite left file of the Company, the CHAPLAIN opposite the second file from the right, the SERGEANT OF THE GUARD on the left of the First Lieutenant, the COLOR SERGEANT and COLOR GUARD (composed of the Corporal of the Guard, the Camp and Picket Guard) in the center of the front rank; the PRINCIPAL MUSICIAN, when not required to play, is in the line of file-closers, between the First Lieutenant

and the Chaplain, and when required to play he marches at the head of the column. If there be a band or drum corps connected with the Camp, he shall march at their head, taking his station two yards in front of the front rank of the same.

The file-closers are as equally distributed along the line as possible.

All NATIONAL AND DIVISION OFFICERS and PAST CAMP COMMANDERS shall form on the right of the line, two yards from the First Sergeant.

#### FORMATION IN COLUMN.

[Plate 2.]

The FIRST SERGEANT is twenty-one inches in front of the left file of the first four; the QUARTERMASTER-SERGEANT is twenty-one inches in the rear of the Camp, opposite the left file of the rear four.

The FILE-CLOSERS march two yards from the flank of the column, and see that all the fours maintain accurately their distance.

The position of the CAPTAIN is by the side of the First Sergeant, on the flank opposite the file-closers.

The NATIONAL and DIVISION OFFICERS, and PAST CAMP COMMANDERS march two yards in front of the First Sergeant and Captain.



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GENERAL INSTRUCTIONS.

If the Camp be accompanied by a military escort without music, the escort will form, when in line, four yards on the left of the Camp music, and will occupy the same relative position when in column.

In formations in line or column of two or more Camps, they will form in their numerical order at four yards interval or distance.

Visiting Camps will form four yards on the left of the Camp whose guests they are.

For the instruction of the guards in the Muster-in ceremony, the following simple movements are introduced :

## COMMANDS.

There are two kinds :

The PREPARATORY COMMAND, such as FORWARD, which indicates the movement that is to be executed.

The command of EXECUTION, such as MARCH, or HALT, or in the manual of arms, the part of the command which causes the execution.

The *preparatory commands* are distinguished by *italics*, those of execution by SMALL CAPITALS.

## POSITION OF THE SOLDIERS.

Heels on the same line, and as near each other as the conformation of the man permits.

The feet turned out equally, and forming, with each other, an angle of about sixty degrees.

The knees straight, without stiffness.

The body erect on the hips, inclined a little forward.

The shoulders square and falling equally.

The arms hanging naturally.

The elbows near the body.

The palms of the hands turned slightly to the front, the little fingers behind the seams of the trousers.

The head erect and square to the front.

The chin slightly drawn in, without constraint.

The eyes straight to the front, and striking the ground about the distance of fifteen yards.

## SALUTES.

The instructor commands: 1. *Right hand.* 2. SALUTE.

Raise the right hand smartly, pointing in the same direction as the right foot, the palm of the hand down, the thumb close to the forefinger, the arm extended, and horizontal. (Two.) Bring hand around till the point of the thumb and side of

the forefinger touch the lower edge of the cap, or visor, at the same time turning the head a little to the left, look toward the person to be saluted, and retain this position until the salute is acknowledged. (Three.) Bring back the hand and arm to the position of the first motion, at the same time cast the eyes to the front. (Four.) Drop the hand quickly by the side.

#### FACINGS.

*To the right or left.* The instructor commands:

1. *Right (or left).* 2. FACE. At the command *face*, raise the right foot slightly, face to the right, turning on the left heel, the left toe slightly raised; replace the right heel by the side of the left, and on the same line.

The facings to the left are executed upon the same heel as the facings to the right.

*To the rear.* The instructor commands; 1. *Guard.* 2. ABOUT. 3. FACE.

At the command *about*, turn on the left heel, bring the left toe to the front, carry the right foot to the rear, the hollow opposite to and three inches from the left heel, the feet square to each other.

At the command *face*, turn on both heels, raise the toes a little, face to the rear, and when the face is nearly completed, raise the right foot and replace it by the side of the left.

## PARADE REST.

To give the men rest, imposing both steadiness of position and silence, the instructor commands:

1. *Parade.* 2. REST.

Carry the right foot three inches directly to the rear, the left knee slightly bent; clasp the hands in front of the center of the body, the left hand uppermost, the left thumb clasped by the thumb and forefinger of the right hand.

To resume the position of the soldier, the instructor commands: 1. *Guard.* 2. ATTENTION.

## SIDE STEP.

Being at a halt, the instructor commands: 1. *Side step to the right (or left).* 2. MARCH.

At the command *march*, carry the right foot six inches to the right, keeping the knees straight and the shoulders square to the front; as soon as the right foot is planted, bring the left foot to the side of it, and continue the movement, observing the cadence, until the commands: 1. *Guard.* 2. HALT.

The side step is always executed in quick time, unless common time be specified.

## BACK STEP.

Being at a halt, the instructor commands: 1. *Backward.* 2. MARCH.

At the command *march*, step off smartly, with the left foot fourteen inches straight to the rear, measuring from heel to heel, and so on with the feet in succession, till the commands: 1. *Guard*. 2. *HALT*.

At the command *halt*, bring back the foot in front to the side of the one in the rear.

#### TO MARCH TO THE REAR.

Being in march, the instructor commands: 1. *To the rear*. 2. *MARCH*.

At the command *march*, given as the right foot strikes the ground, advance and plant the left foot, then turn on the balls of both feet, face to the right about, and immediately step off with the left foot.

#### ALIGNMENTS.

The instructor commands: 1. *Guard*. 2. *Right (or left)*. 3. *DRESS*.

At the command *dress*, each man casts his head and eyes to the right, so as to see the coat buttons of the second man from him, keeping his SHOULDERS SQUARE TO THE FRONT, AND TOUCHING WITH HIS ELBOW THAT OF THE MAN ON THE RIGHT, WITHOUT OPENING HIS ARMS.

At the command *front*, given when the rank is well aligned, the brothers cast their eyes to the front, and remain firm.

## TO MARCH IN LINE.

The Guard being in line, the instructor commands: 1. *Forward*. 2. *Guide, right (or left)*. 3. MARCH.

At the command *march*, the brothers step off smartly with the left foot, the guide marching straight to the front.

The instructor observes, in marching in line, that the men touch lightly the elbow toward the side of the guide; that they open out neither arm; that they yield to pressure coming from the opposite direction; that, shortening or lengthening the step, they gradually recover the alignment and touch of the elbow, if lost, and that they keep the head direct to the front, no matter on which side the guide may be.

## TO CHANGE DIRECTION IN COLUMN OF FILES.

Being in march, the instructor commands: 1. *Column right (or left)*; or, *Column half right (or half left)*. 2. MARCH.

At the command *march*, the leading file faces to the right, or half right, and is followed by the other files, who face on the same ground.

## TO MARCH BACKWARD.

Being at a halt, the instructor commands: 1. *Backward*. 2. *Guide right (or left)*. 3. MARCH.

At the command *march*, the men move to the rear, taking steps of fourteen inches.

The back step is only used to gain a few steps to the rear, and is always executed in quick time.

TO FORM IN COLUMN OF TWOS FROM LINE.

The instructor commands: 1. *Twos right (or left)*. 2. MARCH.

The twos wheel to the right on number one of each two as pivots, and to the left on number two.

The column of twos is formed in line by the command: 1. *Twos left (or right)*. 2. MARCH. 3. *Guide right (or left)*; or 3. *Guard*. 4. HALT. 5. *Right (or left)*. 6. DRESS. 7. FRONT.

The line is formed to the right or *left*, according as the right or left is in front.

## CHAPTER XII.

### MANUAL OF ARMS.

#### 1. *Carry*, 2. ARMS.

THE piece is in the right hand; the barrel nearly vertical, and resting in the hollow of the shoulder, the guards to the front; the arm hangs nearly at its full length, near the body, the thumb and forefinger embracing the guard, the remaining fingers closed together and grasping the stock just under the hammer, which rests on the little finger.

To make the mechanism better known, the execution of each command is divided into motions.

The rate of swiftness of each motion in the manual of arms, is fixed at the ninetieth part of a minute. The same interval of time should separate the command of execution from the preparatory command.

#### 1. *Present*, 2. ARMS.

Carry the piece with the right hand, in front of the center of the body, at the same time grasp it with the left hand at the lower band, the forearm horizontal, and resting against the body. (Two.) Grasp the small of the stock with the right hand, below and against the guard.

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1. *Carry*, 2. ARMS.

Resume the carry with the right hand. (Two.) Drop the left hand by the side.

1. *Order*, 2. ARMS.

Grasp the piece with the left hand, the forearm horizontal, let go with the right hand; lower the piece quickly with the left, re-grasping it with the right above the lower band, the little finger in rear of the barrel, the hand near the thigh, the butt about three inches from the ground, the left hand steadying the piece, the fingers extended and joined. (Two.) Lower the piece gently to the ground with the right hand. Drop the left hand by the side, and take the position to be described.

## POSITION OF ORDER ARMS.

The arm hanging naturally, elbow close to the body, the back of the hand to the right, the fingers extended and joined; the barrel between the thumb and forefinger extended along the stock; the toe of the butt against the toe of the right foot, the barrel to the rear and vertical.

1. *Parade*, 2. REST.

At the command *rest*, carry the muzzle in front of the center of the body, the barrel to the left; grasp the piece with the left hand just above, and

with the right hand at the upper band; carry the right foot three inches straight to the rear, the left knee slightly bent.

To resume the order arms, the instructor commands: 1. *Guard*. 2. *ATTENTION*.

1. *Carry*, 2. *ARMS*.

Raise the piece vertically with the right hand, grasping it at the same time with the left above the right, resume the carry with the right hand. (Two.) Drop left hand by the side.

Being at a carry, the instructor commands:

1. *Arms*, 2. *PORT*.

Throw the piece diagonally across the body, the lock to the front, grasp it smartly at the same instant, with both hands, the right at the small of the stock, the left at the lower band, the barrel sloping upward and crossing opposite the point of the left shoulder, the butt proportionately lowered. The palm of the right hand is above, and that of the left under the piece, the nails of both hands next the body, to which the elbows are closed.

1. *Carry*. 2. *ARMS*. Resume the carry with the right hand. (Two.) Drop the left hand by the side.

## SERGEANTS' SALUTE UNDER ARMS.

1. *Sergeants*, 2. SALUTE.

Being at a carry, raise the left hand and arm horizontally to the front, palm of the hand down, the fingers extended. (Two.) Bend the left elbow, carrying the hand around till the forefinger strikes the piece in the hollow of the right shoulder, retaining it there till the salute is acknowledged. (Three.) Return to the position of the first motion. (Four.) Drop the left hand by the side.

## TO STACK ARMS.

The squad being at a carry, the instructor commands: 1. *Count*. 2. *FOURS*. Beginning on the right, the men of each rank count *one, two, three, four*, and so on to the left; he then brings the squad to order arms, and commands:

1. *Stack*, 2. ARMS.

At the command *stack*, number two of each four takes the piece of number three with the left hand above the lower band, the barrel to the rear, the muzzle opposite the right arm; he then grasps his own piece with his right hand above the lower band, and places the shank of the bayonet upon that of number three, the barrel to the right; number one, with the right hand, then places the shank

of his bayonet in the angle formed by the bayonets of the other two pieces, the barrel to the front, retaining his hold on the piece above the lower band; the butts of all the pieces about six inches from the ground.

At the command *arms*, number two, with his right hand, passes the butt of his musket thirty inches to the front, passing it between the butts of the other two pieces; the stack is then lowered, the butt of the musket of number three striking the ground just to the left of his left toe, that of number one striking the ground between his feet.

The stack being formed and aligned, the command, *Lay on loose pieces*, is given; at which the remaining pieces are passed to the right, and placed on the stack.

### TO RESUME ARMS.

#### 1. *Take*, 2. ARMS.

At the command *take*, the pieces of number four are passed to them; number two grasps his own piece with the right hand, and the piece of number three with the left hand, both hands above the lower band; number one, at the same time, grasps his own piece with his right hand above the lower band. At the command *arms*, raise and break the stack, and return the pieces to order arms.

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CLEANING AND CARE OF RIFLE.

1. When cleaning the rifle, the barrel should never be washed out, but should simply be wiped thoroughly with successive oiled rags, and lightly oiled inside and out. Purified neat's foot oil is best for this purpose.

2. Before using the rifle, the barrel must be wiped out with a clean, dry rag.

3. Upon no account is the rifle to be used for carrying any weight. Great care must be taken to prevent the barrel from being bent or dented, either of which defects will render accurate shooting impossible.

4. Care must be taken also to prevent the foresight from being bent or blunted.

5. Placing arms forcibly in a rack, or stacking them carelessly, will frequently crook the barrel, particularly at the muzzle, which is the thinnest part, and thus irreparably derange the aim.

6. If the interior of the barrel be allowed to become rusty, the increased resistance to the passage of the bullet will probably cause the latter to strip or pass out of the grooving. Rust in the barrel will also prevent the proper expansion of the bullet, and impair its rotation, which is essential to accurate shooting. The surest way to prevent rust in the barrel is to keep the bore perfectly dry.

## CHAPTER XIII.

### INSPECTIONS.

THE officers most actively engaged in inspections are the Assistant Inspectors, and on them depend the result and excellence of each inspection. Therefore it becomes the most important of the duties of the Inspector to select with care and good judgment brothers on whom so much depend, and to recommend for appointment only those who by years of experience and study of the wants of our Order "have been tried and not found wanting."

Before entering upon the inspection of a Camp, Assistant Inspectors should carefully study, and become familiar with so much of our laws as relates to Camps ; the Ritual ; General Orders relating to inspections, and such instructions as may issue from the office of the Inspector-General or Division-Inspector. They should also thoroughly acquaint themselves with the manner of keeping Camp records and files of documents, so that they may be able to remedy any evils therein existing.

Having received orders from Division headquarters to inspect a certain Camp, the Assistant Inspector should notify the Captain at least one week

in advance of the time of inspection (which should occur at a regular meeting, if possible), and should present himself *in full uniform* at the Camp room, at least one hour previous to the time fixed for the meeting of the Camp, for the purpose of examining the records.

INSPECTION OF RECORDS.—Every First Sergeant should keep the books specified in Chapter II., Article VIII., Section 5. “First, the Constitution, By-Laws and Rules of Order of the Camp,” etc. Examine the records, and ascertain if they comply with this section.

THE DESCRIPTIVE BOOK should be complete. You will find many not so, especially in the case of charter members. Carefully inspect it, and if not properly kept, instruct the First Sergeant as to his duties in the premises.

RECORDS of meetings should be kept similar to the form given elsewhere, and should recite every item of business transacted. You should examine the records to ascertain if all general orders are read as required.

THE BLACK BOOK should be examined to see if proper entries have been made.

Examine the *File of General Orders* to see if any number is missing.

Ascertain if the *bond* of the Quartermaster has been given.

Are members *suspended* when six months in arrears, or are they continued in good standing? Examine the books, and ascertain. If they are continued in good standing when over six months in arrears, call attention to this violation of the law.

Several Camps have come under my observation that disregard the Constitution in relation to the reception and disposition of *applications for membership*. In many cases the application would be presented at a *special* meeting, and the recruit mustered in within an hour from the reception of the application, and no *dispensation* had been granted for this purpose. (See Chapter II., Article II., Section 2, also Section 3.) In one Camp "they suspended the Rules and Regulations for that evening," so they would get their man in legally. In another Camp, until recently, all applications had been made *verbally*, and the Investigating Committee made a *verbal report*; and again, but *one member* of the Investigating Committee signed the report. Look out for these violations.

A recruit must pay not less than \$1.50 muster fee, to include the badge. See that this is done. You will find some Camps charging less than \$1.50, and some that do not present the badge. Correct these errors.

Is the *Guard* used during muster? Note this

omission, if it occurs, and you will find that it does frequently.

Have they got *muskets*?

Are the *uniforms* worn at Camp meetings?  
Also the badges; are they worn?

Is a *drum* used during muster?

Do they have *singing*, as required by the Ritual?

Is the Ritual *memorized*?

All of these points should be observed in an inspection.

Take a Ritual and follow the officers through in the Opening, Closing, and Muster Ceremony. Note any mistakes in a note-book you should provide for this purpose.

The Rules and Regulations require every Camp to establish a Relief Fund. Is it done?

Inspector-General (now Commander-in-chief) G. B. Abbott, of Chicago, Illinois, promulgated a code of rules governing the inspections during his term of office, which are very suggestive, and many of them will be applicable to future inspections. The most important are given below:—

#### RULES FOR INSPECTION.

Read carefully, and implicitly obey all General Orders and Instructions, and comply with the Constitution, Rules, and Regulations of the Commandery-in-chief.

Acknowledge at once the receipt of General Orders, Inspection blanks, and appointments to Headquarters, and give notice of your acceptance of the same, or your inability to comply therewith.

Study carefully every duty you are to perform, and commit the entire Ritualistic service; and especially familiarize yourself with the correct secret work, that you may be enabled to give an honest, conscientious inspection.

On receipt of blanks and notice of your appointment, notify the Commanding officer of the Camp you are detailed to inspect, of the time you will inspect his Camp, stating the time and manner of your coming, and *keep your appointment without fail*.

If unforeseen circumstances at the last moment should prevent your keeping your appointment, notify the Colonel commanding, and do not presume to send any one in your place without instructions from your superior officers.

An Inspecting officer is a representative of the Division and Commandery-in-chief for the time being, and should deport himself with becoming dignity.

Inspections are ordered, not as a mere matter of form, but to encourage the Camps that are doing well, and strengthen those that are in a weak con-

dition. To this end you must prosecute your inquiries, discover where there are faults in administration, and report fully to the Inspector, that assistance may be given where needed. Your duties are only outlined by these instructions, and while it is required that you answer all questions fully, it is also expected that you will make yourself thoroughly acquainted with the Camp and its affairs in detail, and make such additional suggestions of its condition as will enable the Division Officers to have a full understanding of its efficiency and activity.

In notifying the Captain of the time of your inspection, request of him at the same time that the First Sergeant and the Quartermaster Sergeant meet you at the Camp room one hour previous to the time of opening the Camp. At that time you will meet them, and go through the records and accounts of the Camp. Answer every question you have to answer in your reports, *while in the Camp room*, that your answers may be correct. During the ceremonies you will make no interruptions or suggestions unless requested to by the Commanding officer, but will take careful notes, and under the head of "The Good of the Order," you will call the attention of the Camp to such corrections as the occasion requires, giving the nec-

essary instruction. The principal object of these inspections is to establish perfect and uniform work in every Camp. You will therefore fit yourself, and require the Camps you are inspecting to rehearse the entire work of opening, transacting its business, mustering in, and closing in due form.

Assistant Inspectors will make duplicate reports of each Camp inspected, and forward both within twenty-four hours after inspection to the Division Inspector, who will make three consolidated reports — one to be retained by himself; one he will forward with one set of Assistant Inspector's reports to the Division-Adjutant, and the other one, and one set of Assistant Inspector's reports, to the Inspector-General.

The authority of an Inspecting officer will be the General Order of the Colonel Commanding, or a Commission regularly signed and sealed, emanating from Division Headquarters.

Division Inspectors will report all Assistant Inspectors to Division Headquarters, who fail to report PROMPTLY after an inspection of a Camp is ordered to take place.

Inspectors will see that Assistant Inspectors answer all questions and fill out correctly *all* blank spaces on the inspection blanks, or return the same for correction.

The inspection in regard to Ritualistic work will be especially rigid.

The object of an Inspection is to ascertain the exact condition of each Camp, and every Inspecting officer should guard against wronging other Camps by marking too leniently the Camp he may be inspecting, or doing injustice to it by giving it less than it deserves.

The grip is to be used as a test only. It is not to be used when taking up the password and countersign in opening the Camp, nor when greeting one known to be a member of the Order, but as a further test when examining a stranger who claims to be a brother. This is to guard against its being discovered by strangers from its too frequent and public use.

Members of the G. A. R. are not to be invested with the grip, nor the passwords and countersigns of this Order, but are permitted to be present at all times, if properly obligated.

No member of the G. A. R. or veteran who has not obtained membership in this Order by authority of Chapter I., Article V., of our Constitution, shall be privileged, under any circumstances, to appear in any Camp wearing the regulation badge of the Sons of Veterans, U. S. A., except those eight members designated by name in our Consti-

tution, who, for honorable service for this Order, were granted this and certain other peculiar rights. Assistant Inspectors will report any transgression of this law.

Questions of secret work and Camp work fall in the department of the Inspector-General, and all matters relating thereto should be referred to him, passing through the proper channels.

Do not alter any question. In remarks explain *all* questions answered in the *negative* or "no." When in doubt regarding any question in this department, consult the Division Inspector at once. Every question is inserted with an object in view, believed to be for the good of the Order, and must be answered in strict accord with the printed instructions on the inspection blanks.

Inspecting officers will satisfy themselves that all General Orders have been read to the Camp, and placed on file. Furthermore, that Captains, in compliance with the obligation of office, and the precepts of the Ritual, omit none of its entire service at each regular meeting of the Camp.

In States and Territories having no Division Headquarters, Captains of Camps will apply to the Adjutant-General for blanks, inspect their respective Camps, and report to the Inspector-General direct.

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All reports must be forwarded by the time designated by General Orders, and any delinquent must be reported to the proper officers without delay.

As the Assistant Inspectors are responsible and beholden to Division Inspectors, so are Division Inspectors under the authority of the Inspector-General, and when in doubt regarding any question in this department of the Order, consult your superior officer at once. Inspecting officers will take especial pains to write their names and addresses very plainly in the proper places on the Inspection blanks.

## CHAPTER XIV.

### MUSTER OF NEW CAMPS.

THE success of a new camp largely depends upon the manner of its muster and the first officers selected. An officer should not be detailed to perform this duty unless rendered competent by experience and study of the best methods of mustering Camps.

The Adjutant, on receiving an application for a Camp charter, should thoroughly investigate the names and records of the fathers of the applicants appearing thereon. He should ascertain

*First*, That all the applicants are eighteen years of age or over.

*Second*, That their fathers served in the Union Army or Navy between 1861-1865, and were *honorably discharged* from the same.

This can be ascertained by an examination of the reports of the Adjutant-General of your State between the years above mentioned. If the man has served with troops of another State, write to the Adjutant-General of that State for his record.

Great care should be exercised in this investigation of applicants, so that impostors shall not get in.

After satisfying himself of the eligibility of the applicants, the Adjutant submits the application to the Colonel, who approves the same, and forwards it to the Adjutant-General. The Commander-in-chief then approves and publishes the application, and returns the same, together with a blank charter, under seal, signed by him, and countersigned by the Adjutant-General.

The Adjutant, under direction of the Colonel, details the Mustering Officer (or some other Division officer) to proceed and muster the applicants, and at the same time sends the application, together with a package of supplies, cypher and key, and copies of all general orders issued by the Colonel during the year, to the officer for the use of the Camp.

The officer detailed should write to the applicant to ascertain the time and place of the meeting for organization and muster, and should promptly appear in *full uniform*, according to appointment. He should be accompanied by enough brothers to fill the different offices, and to act as guards.

The charter fee should be paid to the Mustering Officer *before the ceremonies commence*, he giving a receipt therefor.

He will then request all present, who are not Sons of Veterans, members of the G. A. R., or

who have not their names on the charter application, to retire from the hall.

When the request is complied with, he will send all applicants to the ante-room to await examination, and will then instruct his assistants to assume the different stations of the proposed Camp, and will proceed as per Ritual.

The names of all persons on the application, who do not present themselves for muster, should be stricken from the list.

After the applicants have been mustered, the Mustering Officer should go through all the Camp ceremonies for the instruction and guidance of the new officers.

He should also instruct them as to the use of the supplies furnished them.

He should indorse upon the back of the Charter Application the name adopted, the names of the officers, and their addresses, and the time and place of meeting.

He should also make a report to the Adjutant of the muster of the Camp, within three days thereafter, by indorsement on the Application, also in duplicate on Form 23, at the same time remitting the charter fee, and an itemized bill of expenses.

On receiving the charter fee and reports, the Adjutant will give a receipt to the Mustering Offi-

cer for the same, enter the names of the applicants on the Descriptive Book and upon the blank charter; enter the list of officers in his Roster of Camp Officers; register the charter in the Charter Register; mail one of the reports on Form 23 to the Adjutant-General, with a charter fee of two dollars; make out the commissions of the officers, and mail the same, together with the charter, to the Captain of the new Camp.

The Charter Application and report on Form 23, should be preserved in files.

When it is impracticable for a member of the Order to act as Mustering Officer, a committee of Comrades of the G. A. R. may be empowered to perform the ceremony. Having received the necessary supplies, the chairman will administer the G. A. R. oath to the others, and one of them will obligate him. They will then decipher the secret work, and prepare themselves to fill important offices, proceeding as provided for Mustering Officers.

## CHAPTER XV.

### WEST POINT.—INFORMATION RELATIVE TO THE APPOINTMENT AND ADMISSION OF CADETS.

APPOINTMENTS, HOW MADE.—Each Congressional District and Territory—also the District of Columbia—is entitled to have one Cadet at the Academy. Ten are also appointed *at large*. The appointments (except those *at large*) are made by the Secretary of War at the request of the Representative, or Delegate, in Congress from the District or Territory; and the person appointed must be an actual resident of the District or Territory from which the appointment is made. The appointments *at large* are especially conferred by the President of the United States.

MANNER OF MAKING APPLICATIONS.—Applications can be made at any time, by letter to the Secretary of War, to have the name of the applicant placed upon the register that it may be furnished to the proper Representative, or Delegate, when a vacancy occurs. The application must exhibit the full name, exact age, and permanent abode of the applicant, with the number of the Congressional District in which his residence is situated.

DATE OF APPOINTMENTS.—Appointments are required by law to be made one year in advance of the date of admission, except in cases where, by reason of death or other cause, a vacancy occurs which cannot be provided for by such appointment in advance. These vacancies are filled in time for the next annual examination.

ALTERNATES.—Should the Representative, or Delegate, in Congress have reason to doubt the success of his nominee in passing the entering examination, he can nominate a legally-qualified *alternate*. The alternate will be examined with the regular nominee, and admitted in the event of his success and the latter's failure to pass the prescribed preliminary examinations. The alternate, like the nominee, should be designated as nearly one year in advance of date of admission as practicable.

ADMISSION OF CADETS.—A candidate upon receiving his appointment is ordered to report at West Point to the Superintendent of the Military Academy in time to appear before the Academic Board for examination at its meeting early in June, unless there be good reasons for designating another time.

The candidate, soon after his arrival at West Point is subjected to a rigid physical examination by a Board of experienced Surgeons of the Army.

If he passes successfully this examination, he is then examined by the Academic Board. These examinations are made with as little delay as practicable after the candidate reports to the Superintendent.

The candidate who passes successfully these examinations is admitted at once to the Academy, without returning to his home. In January following he is subjected to another academical examination, and if he passes this one successfully, he receives a WARRANT as Cadet, and is required to sign articles binding himself to serve the United States eight years from the time of his admission to the Academy, unless sooner discharged.

QUALIFICATIONS.—The age for the admission of Cadets to the Academy is between seventeen and twenty-two years. Candidates must be unmarried, at least five feet in height, free from any infectious or immoral disorder, and generally from any deformity, disease, or infirmity which may render them unfit for military service. They must be well versed in reading, in writing, including orthography, in arithmetic, and have a knowledge of the elements of English grammar, of descriptive geography (particularly of our own country), and of the history of the United States.

Each Cadet, upon *his admission*, shall take the oath of office prescribed by law, and *before receiv-*

*ing his warrant* shall, in the presence of the Superintendent, or of some officer deputed by him, subscribe to an engagement in the following form :

UNITED STATES MILITARY ACADEMY.

I, ———, of the State of ———, aged ——— years, ——— month—, having been selected for appointment as a Cadet in the Military Academy of the United States, do hereby engage, with the consent of my (parent or guardian), in the event of my receiving such appointment, that I will serve in the Army of the United States for eight years, unless sooner discharged by competent authority. And I, ———, DO SOLEMNLY SWEAR that I will support the Constitution of the United States, and bear true allegiance to the National Government; that I will maintain and defend the sovereignty of the United States paramount to any and all allegiance, sovereignty, or fealty I may owe to any State, county, or country whatsoever; and that I will at all times obey the legal orders of my superior officers, and the rules and articles governing the armies of the United States.

—————.

Sworn and subscribed to at ——— this ——— day of ———, eighteen hundred and ———, before

—————.

## PHYSICAL EXAMINATION.\*

NOTE. There being no provision whatever for the payment of the traveling expenses of either accepted or rejected candidates for admission, no candidate should fail to provide himself in advance with the means of returning to his home, in case of his rejection before either of the Examining Boards, as he may otherwise be put to considerable trouble, inconvenience, and even suffering, on account of his destitute condition. If admitted, the money brought by him to meet such a contingency can be deposited with the Treasurer on account of his equipment as a Cadet, or returned to his friends.

\* It is suggested to all candidates for admission to the Military Academy, that before leaving their place of residence for West Point, they should cause themselves to be thoroughly examined by a competent physician, and by a teacher or instructor in good standing. By such an examination any *serious* physical disqualification or deficiency in mental preparation would be revealed, and the candidate probably spared the expense and trouble of a useless journey, and the mortification of rejection.

It should be understood that the informal examination herein recommended is solely for the convenience and benefit of the candidate himself, and can in no manner affect the decision of the Academic and Medical Examining Boards at West Point.

Every candidate is subjected to a rigid physical examination, and if there is found to exist in him any of the following causes of disqualification to such a degree as would immediately, or at no very distant period, impair his efficiency, he is rejected:

1. Feeble constitution and muscular tenuity; unsound health from whatever cause; indications of former disease; glandular swellings, or other symptoms of scrofula.

2. Chronic cutaneous affections, especially of the scalp.

3. Severe injuries of the bones of the head; convulsions.

4. Impaired vision, from whatever cause; inflammatory affections of the eyelids; immobility or irregularity of the iris; fistula lachrymalis, etc., etc.

5. Deafness; copious discharge from the ears.
6. Loss of many teeth, or the teeth generally unsound.
7. Impediment of speech.
8. Want of due capacity of the chest, and any other indication of a liability to a pulmonic disease.
9. Impaired or inadequate efficiency of one or both of the superior extremities on account of fractures, especially of the clavicle, contraction of a joint, extenuation, deformity, etc.
10. An unusual excurvature or incurvature of the spine.
11. Hernia.
12. A varicose state of the veins of the scrotum or spermatic cord (when large), sarcocele, hydrocele, hemorrhoids, fistulas.
13. Impaired or inadequate efficiency of one or both of the inferior extremities on account of varicose veins, fractures, malformation (flat feet, etc.), lameness, contraction, unequal length, bunions, overlying or supernumerary toes, etc., etc.
14. Ulcers, or unsound cicatrices of ulcers likely to break out afresh.

#### ACADEMICAL EXAMINATION.

READING.—In *Reading*, candidates must be able to read understandingly, with proper accent and emphasis.

WRITING AND ORTHOGRAPHY.—In *Writing and Orthography*, they must be able, from dictation, to write sentences from standard pieces of English literature, both prose and poetry, sufficient in number to test their qualifications both in hand-writing and orthography.

ARITHMETIC.—In *Arithmetic*, they must be able

1st. To explain, accurately and clearly, its objects, and the manner of writing and reading numbers—entire—fractional—compound or denominate;

2d. To perform with facility and accuracy the various operations of addition—subtraction—multiplication and division of whole numbers, abstract and compound, or denominate, giving the rule for each operation, *with its reasons*, and also for the different methods of proving the accuracy of the work;

3d. To explain the meaning of reduction—its different kinds—its application to denominate numbers in reducing them from a higher to a lower denomination, and the reverse, and to equivalent decimals; to give the rule for each case, *with its reasons*, and to apply readily these rules to practical examples of each kind;

4th. To explain the nature of prime numbers, and factors of a number—of a common divisor of two or more numbers, particularly of their *greatest common divisor*—with its use, and to give the rule,

*with its reasons*, for obtaining it; also the meaning of a common multiple of several numbers, particularly of their *least common multiple*, and its use, and to give the rule, *with its reasons*, for obtaining it, and to apply each of these rules to examples;

5th. To explain the nature of fractions, common or vulgar, and decimal—to define the various kinds of fractions, with the distinguishing properties of each—to give all the rules for their reduction, particularly from mixed to improper, and the reverse—from compound or complex to simple—to their lowest terms—to a common denominator—from common to decimal and the reverse; for their addition—subtraction—multiplication and division, *with the reason* for each change of rule, and to apply each rule to examples;

6th. To define the terms ratio and proportion—to give the properties of proportion and the rules, and *their reasons*, for stating and solving questions in both simple and compound proportion, or single and double rule of three, and to apply these rules to examples;

7th. The candidates must not only know the principles and rules referred to above, but they are required to possess such a thorough understanding of all the fundamental operations of arithmetic as will enable them to combine the various principles

in the solution of any complex problem which can be solved by the methods of arithmetic. In other words, they must possess such a complete knowledge of arithmetic as will enable them to take up at once the higher branches of mathematics, without further study of arithmetic;

8th. It is to be understood that the examination in these branches may be either written or oral, or partly written and partly oral—that the definitions and rules must be given fully and accurately, and that the work of all examples, whether upon the blackboard, slate, or paper, must be written plainly and in full, and in such a manner as to show clearly the mode of solution.

The following examples and questions in Arithmetic are a few of those which have been used at past examinations. They are given in order to indicate more clearly what is required, but it should be distinctly understood that entirely different ones are used each year.

Multiply 4.32 by .00012.

Explain the reason for placing the decimal point in the answer. [*The rule for so doing is not the reason.*]

$$5\frac{1}{2} + \frac{7\frac{1}{4}}{0.5} = 0.725$$

Reduce  $\frac{4 + 3.45}{2\frac{1}{2}}$  to an equivalent decimal.

Divide 3380321 by MDCCXCIX, and express the quotient by the Roman system of notation.

Change .013 to an equivalent fraction whose denominator is 135.

Find the greatest common divisor of  $26\frac{1}{4}$ ,  $28\frac{7}{8}$ , and  $29\frac{1}{6}$ .

How many men would be required to cultivate a field of  $2\frac{5}{8}$  acres in  $5\frac{1}{2}$  days of 10 hours each, if each man completed 77 square yards in 9 hours?

Separate  $772\frac{2}{3}$  into three numbers, which shall be in the same proportion as  $2\frac{1}{2}$ ,  $\frac{7}{10}$ ,  $\frac{6}{10}$ .

5 cubic feet of gold weigh 98.20 times as much as a cubic foot of water, and 2 cubic feet of copper weigh 18 times as much as a cubic foot of water; how many cubic inches of copper will weigh as much as  $\frac{7}{8}$  of a cubic inch of gold?

Find the least common multiple for the numbers  $\frac{3}{4}$ , 2.1, 5.25,  $\frac{7}{8}$ .

*A* wins 9 games out of 15 when playing against *B*, and 16 out of 25 when playing against *C*. How many games out of 118 should *C* win when playing against *B*?

*A* and *B* run a race, their rates of running being as 17 to 18. *A* runs  $2\frac{1}{3}$  miles in 16 minutes, 48 seconds, and *B* runs the entire distance in 34 minutes. What was the entire distance?

*A* and *B* can do a piece of work in 4 hours, *A*

and  $C$  in  $3\frac{3}{5}$  hours,  $B$  and  $C$  in  $5\frac{1}{4}$  hours. In what time can  $A$  do it alone?

English shillings are coined from a metal which contains 37 parts of silver to 3 parts of alloy; one pound of this metal is coined into 66 shillings. The United States silver dollar weighs 412.5 grains, and consists of 9 parts silver to 1 of alloy. What fraction of the United States dollar will contain the same amount of silver as one English shilling?

Give the rule for reducing a decimal of a given denomination to integers of lower denominations.

What is the effect of dividing the denominator of a fraction by a whole number, and why?

Explain the difference between a common fraction and a decimal.

What is the effect of annexing a cipher to a decimal, and why?

If the same number be subtracted from both terms of an improper fraction, what will be the effect? Why?

Give the rule for reducing a common fraction to an equivalent decimal, and explain why the resulting decimal will be equal to the common fraction from which it is obtained.

Give the rule for dividing one decimal by another, and explain why the decimal point in the quotient is placed where the rule directs.

Define Reduction, and state the different kinds.

GRAMMAR.—In *English Grammar*, candidates must be able :—

1. To define the parts of speech, and give their classes and properties; to give inflections, including declension, conjugation and comparison; to give the corresponding masculine and feminine gender-nouns; to give and apply the ordinary rules of syntax.

2. To parse fully and correctly any ordinary sentence, omitting rules, declensions, comparisons, and principal parts, but giving the subject of each verb, the governing word of each objective case, the word for which each pronoun stands, or to which it refers, the words between which each preposition shows the relation, precisely what each conjunction connects, what each adjective and adverb qualifies or limits, the construction of each infinitive, and, generally, showing a good knowledge of the function of each word in the sentence. Omissions will be taken to indicate ignorance.

3. To correct in sentences or extracts any ordinary grammatical errors, such as are mentioned and explained in ordinary grammars.

It is not required that any particular grammarian or text-book shall be followed; but rules, definitions, parsing, and corrections must be in accord-

ance with good usage and common sense. The examination may be written or oral, or both written and oral.

GEOGRAPHY.—Candidates will be required to pass a satisfactory examination, written or oral, or both, in *Geography*, particularly of our own country. To give a candidate a clear idea of what is required, the following synopsis is added to show the character and extent of the examination. Questions are likely to be asked involving knowledge of:

1st. Definitions of the geographical circles, of latitude and longitude, of zones, and of all the natural divisions of the earth's surface, as islands, seas, capes, etc.

2d. The continental areas and grand divisions of the water of the earth's surface.

3d. The grand divisions of the land—the large bodies of water which in part or wholly surround them.

Their principal mountains, location, direction, and extent; the capes, from what parts they project, and into what waters;

Their principal peninsulas, location, and by what waters they are embraced;

The parts connected by an isthmus, if any;

Their principal islands, location, and surrounding waters;

The seas, gulfs, and bays, the coasts they indent, and the waters to which they are subordinate ;

The straits, the lands they separate, and the waters they connect ;

Their principal rivers, their sources, directions of flow, and the waters into which they empty ;

Their principal lakes, location and extent ;

4th. The political divisions of the grand divisions.

Their names, locations, boundaries, and capitals ; general questions of the same character as indicated in the second section made applicable to each of the countries of each of the grand divisions.

5th. The United States.

The candidate should be thoroughly informed as to its general features, configuration, location, and boundaries (both with respect to neighboring countries, and latitude and longitude) ; its adjacent oceans, seas, bays, gulfs, sounds, straits, and islands ; its mountain ranges, their location and extent ; the sources, directions, and terminations of the important rivers and their principal tributaries, the lakes, and, in short, every geographical feature of the country as indicated above. The location and termination of important railroad lines and other means of communication from one part of the country to another should not be omitted.

The States and Territories are to be accurately located with respect to each other by their boundaries, and as to their order along the Atlantic Coast, the Gulf of Mexico, the Pacific Coast, the Northern frontier, the Mexican frontier, and the Mississippi, Missouri, and, Ohio Rivers.

The boundary and other large rivers of each State, as well as all other prominent geographical features should be known.

The names and locations of their capitals, and other important cities and towns are likewise to be known.

In short, the knowledge should be so complete that a clear mental picture of the whole or any part of the United States is impressed on the mind of the candidate. More weight is attached to a knowledge of the geography of the United States than to that of all other countries combined.

**HISTORY.**—The candidate should make himself familiar with so much of the *History of the United States* as is contained in the ordinary school histories. The examination may be written or oral, or partly written and partly oral, and will usually consist of a series of questions similar to the following:

1. Name the earliest European settlements within the present limits of the United States —

when, where, and by whom made? When did the settlements made by other nations than the English, come under the Dominion of Great Britain, and of the United States?

II. What was the difference between the Royal, the Chartered, and the Proprietary colonies? How many colonies were there originally in Massachusetts and Connecticut? when were they united? How many in Pennsylvania? when were they separated?

III. In what wars were the colonies engaged before the Revolution? What were the principal events and results of those of King William, Queen Anne, King George, and the French and Indian.

IV. What were the remote and the immediate causes of the American Revolution? Explain the Navigation Act, the Stamp Act, Writs of Assistance. When did the War of the Revolution properly begin? when, where, and how did it end? Give the particulars of Arnold's treason. Who were the most prominent generals in this war? Name the most important battles, and their results.

V. The Constitution of the United States—why and when was it formed? when was it adopted?

VI. Give the names of the Presidents of the United States in their order. Give the leading

events of the administration of each one; for example, that of—

WASHINGTON—Indian war; trouble with France; Jay's treaty; the whiskey rebellion, etc.

JEFFERSON—War with Tripoli; purchase of Louisiana; the embargo, etc., etc.

MADISON—War of 1812; its causes; the principal battles on land and sea; peculiarity of its last battle, when ended, etc., etc.

MONROE—Indian war; cession of Florida; Missouri compromise, etc., etc.

JACKSON—Black Hawk and Seminole wars; the United States Bank; nullification, etc., etc.

POLK—The Mexican war; its causes; principal battles; result of it, etc., etc.

PIERCE — Repeal of Missouri compromise; troubles in Kansas, etc., etc.

BUCHANAN—Civil war, how begun, etc., etc.

LINCOLN—War of Secession; its causes; its results, social and political; explain Doctrine of State Sovereignty; alienation between Northern and Southern states; Doctrine of Secession; give an account of principal battles.

JOHNSON—Fourteenth Amendment; Tenure of Office Bill; Johnson's Impeachment.

GRANT—Fifteenth Amendment; Alabama Claims and Treaty of Washington; Electoral Commission.

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ACADEMIC DUTIES.

The academic duties and exercises commence on the first of September, and continue until the first of June. Examinations of the several classes are held in January and June, and, at the former, such of the new Cadets as are found proficient in studies and have been correct in conduct are given the particular standing in their class to which their merits entitle them. After each examination, Cadets found deficient in conduct or studies are discharged from the Academy, unless the Academic Board for special reasons in each case should otherwise recommend. Similar examinations are held every January and June during the four years comprising the course of studies.

These examinations are very thorough, and require from the Cadet a close and persevering attention to study, without evasion, or slighting of any part of the course, as no relaxations of any kind can be made by the examiners.

**MILITARY INSTRUCTION.**—From the termination of the examination in June to the end of August, the Cadets live in camp, engaged only in military duties and exercises, and receiving practical military instruction.

Except in extreme cases, Cadets are allowed but one leave of absence during the four years' course;

as a rule, the leave is granted at the end of the first two years' course of study.

#### PAY OF CADETS.

The pay of a Cadet is \$540 per year, to commence with his admission to the Academy, and is sufficient, with proper economy, for his support. No Cadet is permitted to receive money, or any other supplies, from his parents, or from any person whomsoever, without the sanction of the Superintendent.

Cadets are required to wear the prescribed uniform. All articles of their clothing are of a uniform pattern, and are sold to Cadets at West Point at regulated prices.

#### EXPENSES OF CANDIDATES PRIOR TO ADMISSION.

The expenses of a candidate for board, washing, lights, etc., after he has reported, and prior to admission, will be about \$10. Immediately after being admitted to the Institution he must be provided with an outfit of uniform, the cost of which will be about \$90, making a total sum of \$100, which must be deposited with the Treasurer of the Academy before the candidate is admitted. It is best for a candidate to take with him no more money than will defray his traveling expenses, and for the par-

ent or guardian to send to "*The Treasurer U. S. Military Academy*," the required deposit of \$100. Any deviation from the rule as to the amount or manner of making the deposit must be explained in writing, by the parent or guardian of the candidate, to the Superintendent of the Academy.

#### ASSIGNMENT TO CORPS AFTER GRADUATION.

The attention of applicants and candidates is called to the following provisions of an act of Congress approved May 17, 1886, to regulate the promotion of graduates of the United States Military Academy.

That when any cadet of the United States Military Academy has gone through all its classes, and received a regular diploma from the academic staff, he may be promoted and commissioned as a second lieutenant in any arm or corps of the army in which there may be a vacancy, and the duties of which he may have been judged competent to perform; and in case there shall not at the time be a vacancy in such arm or corps, he may, at the discretion of the President, be promoted and commissioned in it as an additional second lieutenant, with the usual pay and allowances of a second lieutenant, until a vacancy shall happen.

## GENERAL QUALIFICATIONS.

A sound body and constitution, suitable preparation, good natural capacity, an aptitude for study, industrious habits, perseverance, an obedient and orderly disposition, and a correct moral deportment, are such essential qualifications that candidates knowingly deficient in any of these respects, should not, as many do, subject themselves and their friends to the chances of future mortification and disappointment by accepting appointments at the Academy, and entering upon a career which they cannot successfully pursue.

## COURSE OF STUDY AND BOOKS USED AT THE MILITARY ACADEMY.

[Books marked thus \* are for reference.]

## FIRST YEAR.—FOURTH CLASS.

DEPARTMENT.	COURSE OF STUDY, TEXT-BOOKS AND BOOKS OF REFERENCE.
Mathematics.	Davies' Elements of Algebra. Davies' Legendre's Geometry. Church's Plane and Spherical Trigonometry. Davies' Surveying. Church's Analytical Geometry.
Modern Languages.	Keetels' Analytical and Practical French Grammar. Keetels' Analytical French Reader. *Spiers' and Surenné's Dictionary. Whitney's Essentials of English Grammar. Hart's Manual of Rhetoric and Composition. Abbott and Seeley's English Lessons for English People. Abbott's How to Write Clearly. *Webster's Dictionary.
History, Geography and Ethics.	Lectures in Ethics, and in Universal History.
Tactics of Artillery and Infantry.	Practical Instruction in the Schools of the Soldier, Company and Battalion. *Blunt's Rifle and Carbine Firing. Practical Instruction in Artillery.
Use of Small Arms.	Instruction in Fencing and Bayonet Exercise, and Military Gymnastics.

## SECOND YEAR.—THIRD CLASS.

DEPARTMENT.	COURSE OF STUDY, TEXT-BOOKS, AND BOOKS OF REFERENCE.
Mathematics.	Church's Analytical Geometry. Church's Descriptive Geometry, with its application to Spherical Projections. Church's Calculus. Church's Shades, Shadows and Perspective. Chauvenet's Treatise on the Method of Least Squares.
Modern Languages.	Keetels' Analytical and Practical French Grammar. Borel's Grammaire Française. Bôcher's College Series of French Plays. Roemer's Cours de Lecture et de Traduction. Vols. I and II. *Spiers and Surenné's Dictionary.
Drawing.	Topography and plotting of Surveys with lead pencil, pen and ink, and colors; construction of the various problems in Descriptive Geometry, Shades and Shadows, and Linear perspective and Isometric projections; practical surveying in the field. *Reed's Topographical Drawing and Sketching.
Tactics of Artillery, Infantry, and Cavalry.	Practical Instruction in the Schools of the Soldier, Company and Battalion. *Blunt's Rifle and Carbine Firing. Practical Instruction in Artillery and Cavalry.

## THIRD YEAR.—SECOND CLASS.

DEPARTMENT.	COURSE OF STUDY, TEXT-BOOKS, AND BOOKS OF REFERENCE.
Natural and Experimental Philosophy.	Michie's Mechanics (Solids). Bartlett's Mechanics (Fluids). Bartlett's Astronomy. Michie's Elements of Wave-Motion relating to Sound and Light.
Chemistry, Mineralogy and Geology.	Bloxam's Chemistry, 5th Edition. Everett's Deschanel's Heat, Part II. Tillman's Principles of Chemical Philosophy Brown's Eclectic Physiology. Thompson's Elementary Lessons in Electricity and Magnetism. Dana's Mineralogy. Le Conte's Elements of Geology.
Drawing.	Free Hand Drawing and Landscape in black and white. Constructive and Architectural drawing in ink and colors. *Reed's Topographical Drawing and Sketching.
Tactics of Artillery, Infantry and Cavalry.	United States Army Artillery Tactics. Tidball's Manual of Heavy Artillery Service, U. S. A. United States Army Cavalry Tactics. Upton's U. S. Army Infantry Tactics. Practical Instruction in the Schools of the Soldier, Company and Battalion. Practical Instruction in Artillery and Cavalry.
Practical Military Engineering.	Myer's Manual of Signals, Practical and Theoretical Instruction in Military Signaling.

## FOURTH YEAR.—FIRST CLASS.

DEPARTMENT.	COURSE OF STUDY, TEXT-BOOKS, AND BOOKS OF REFERENCE.
Civil and Military Engineering and Science of War.	Wheeler's Civil Engineering. Wheeler's Field Fortifications. Wheeler's Military Engineering (Permanent Fortifications, Siege Operations, and Military Mining.) Wheeler's Elements of the Art and Science of War. Mahan's Stereotomy. *Royal Engineers, Aide-Memoire, Parts I and II.
Modern Languages.	Knapp's Spanish Grammar, Knapp's Spanish Readings. *Sloane's Newman and Barrett's Dictionary.
Law.	Woolsey's International Law. Cooley's General Principles of Constitutional Law in the United States. Winthrop's Abridgement of Military Law. General Orders No. 100, A. G. O., 1863.
History, Geography and Ethics.	Swinton's Outlines of the World's History. Labberton's Historical Atlas.
Practical Military Engineering.	Practical Instruction in the construction of Pontoon and Spar Bridges: in the preparation of Siege Materials; and in laying out field and siege work. Practical Instruction in Astronomy, in Surveying, in Military Reconnaissances, in Field Telegraphy, and Night Signaling. *Ernst's Manual of Practical Military Engineering. Myer's Manual of Signals.
Tactics of Artillery, Infantry and Cavalry.	Practical Instruction in the Schools of the Soldier, Company and Battalion. Practical Instruction in Artillery and Cavalry.
Ordnance and Gunnery.	Benton's Ordnance and Gunnery. Ordnance Pamphlets, Nos. 1, 2, 3, 4, and 5. Practical Pyrotechnics. Practical Ballistics.











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